



BILBOROUGH
SIXTH FORM COLLEGE

Attendance Policy

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Reviewed: July 2015
Lead Responsible: Diane Fletcher



A FUTURE LESS ORDINARY

Bilborough College Attendance Policy

1. Policy statement:

Key to student success and well being are high levels of attendance and punctuality. Teaching and learning of all can be disrupted by poor management of attendance therefore this policy seeks to set out responsibilities for notifying unavoidable absences and taking measures to make good any work missed.

2. Policy aims:

- To promote excellent student attendance
- To support students experiencing genuine difficulties in attending college

3. Policy methodology:

- Communicating procedures for monitoring attendance effectively to staff, students and parents/carers
- Identifying "at risk" students quickly and taking appropriate action

4. Policy details:

Our expectation is that students have 100% attendance and are punctual to all their scheduled commitments including lessons and tutorial appointments.

4.1 Punctuality:

- Students who arrive late must knock and wait outside the classroom until a suitable time for entry is identified by the teacher.
- The register will be marked with L and student must see teacher at the end of the lesson and identify catch up work and deadline (Learning Zone appointment as necessary)
- 4 Ls in the register in any one half term will flag up as "at risk" on the Staff Advantage and will become a disciplinary matter for tutors to deal with.

4.2 Absence:

Students should not miss a scheduled commitment without following procedures as outlined below.

- It is the student's responsibility to communicate effectively with college in respect of all absences and to arrange to catch up any work missed.
- Failure to do so may result in disciplinary proceedings and/or being asked to contribute towards cost of examinations.
- 4 or more unauthorised absences in any one week will be flagged as "at risk" on the Staff Advantage and will become a disciplinary matter for tutors to deal with.
- Normally students whose attendance falls below 90% by the time examination entries are made will be required to pay a contribution towards the cost of assessment.
- The college will continue to be sympathetic in the case of unavoidable absence and in these cases, is committed to offering support to address problems (eg close family bereavement, religious festivals, prolonged absence caused by long term ill-health etc)

Absence procedures:

1. Advanced notice:

Student to complete a gold planned absence slip to be signed by tutor and presented to attendance officers.

- We will authorise: hospital appointments; orthodontist appointments; driving tests; religious festivals; emergency doctor's appointments; university open days and interviews.
- We will not authorise: holidays in term time; routine doctor's appointments; dental appointments; driving lessons

2. Sickness:

- Up to 7 days: Parent/student phone absence line each day when ill 0115 9292628 or email andrea.pollicott@bilborough.ac.uk. You will need to provide the following details. Name & tutor group; reason for absence and anticipated date of return to college.
- After 7 days: You will need a doctor's certificate for absence. Deliver to attendance officers upon return.
- If you become ill during a college day you must sign out with the attendance officers (or on reception)