



**BILBOROUGH**  
SIXTH FORM COLLEGE

# Attendance Policy

Reviewed: August 2021  
Lead Responsible: Michelle Harvey



Be who you are, become who you want to be

## **1. Policy statement:**

Key to student success and wellbeing 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 see the teacher at the end of the lesson and identify catch up work and deadlines, the register will be marked with L.  
4 Ls in the register in any one-half term will flag up as "at risk" on 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 (e.g. close family bereavement, religious festivals, prolonged absence caused by long term ill-health etc)

## **Absence procedures:**

### **1. Advanced notice:**

Notification to college via Student/Parent Advantage.

We will authorise: hospital appointments; orthodontist appointments; driving tests; religious festivals; emergency doctor's appointments; university open days, interviews, educational visits and work experience.

We will not authorise: holidays in term time; routine doctor's appointments; dental appointments; driving lessons.

### **2. Sickness:**

Up to 7 days: Parent/student notify absence via Student/Parent Advantage.

After 7 days: You will need a doctor's certificate for absence. Deliver to tutor upon return.

If you become ill during a college day you must sign out with reception.

## **Please see below for register marks and notification status**

<b>Mark Code</b>	<b>Mark Name</b>	<b>Status</b>
0	Absence	UNAUTHORISED
/	Present	PRESENT
A	Authorised Absence	PRESENT
D	Dropped subject	NULL
E	Formal Revision/Exam	NULL
H	Holiday	UNAUTHORISED
L	Late	PRESENT
M	Medical Appointment	AUTHORISED
N	Notified Reason	UNAUTHORISED
B	Blended Learning Remote Lesson	NULL
Q	Missing register mark	AUTHORISED
R	Authorised Reason	AUTHORISED
S	Sick	AUTHORISED
T	Transferred	NULL
V	Educational Visits	PRESENT
W	Work Experience	PRESENT
X	Class not held	NULL

Students in the class of 2020-2021 may have the following temporary standing register marks, as a result of Covid-19

<b>Mark Code</b>	<b>Mark Name</b>	<b>Status</b>
Z	Online attendance	PRESENT
I	Self-Isolation	AUTHORISED
Y	Working from home, work completed	PRESENT