



**BILBOROUGH**  
SIXTH FORM COLLEGE

# Attendance Policy

Reviewed: August 2022  
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 **parent's/carer's** responsibility to communicate effectively with college in respect of all absences. Students should contact their teachers and arrange to catch up any work missed. Failure to authorise absences or catch up with missed work may result in disciplinary proceedings. Continued absences (less than 95%) and missed work may lead to a student being withdrawn from the examinations or being asked to contribute towards the cost of them. Ultimately students will be asked to leave college.

### **Absence procedures:**

#### **Advance notice:**

Parent/carer to notify college on the first morning of absence, the **preferred method** is via CEDAR [cedar.bilborough.ac.uk](http://cedar.bilborough.ac.uk). If you are having difficulty notifying an absence, please call 0115 8515000 or email [absence@bilborough.ac.uk](mailto:absence@bilborough.ac.uk)

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.

**Sickness:**

Up to 7 days: Parent/carer notify absence via CEDAR.  
After 7 days: a doctor's certificate for absence is required.

If students become ill during a college day they must sign out with reception, and college will notify a parent/carer.

**Absence monitoring and contact home** The College will monitor and contact a parent/carer for each unauthorised absence, this will be by email or telephone. 3 or more unauthorised absences will be recorded as "at risk" on CEDAR, and personal tutors will monitor. Continued unauthorised absences will become a disciplinary matter.

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)

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

Mark Code	Mark Name	Status
0	Absence	UNAUTHORISED
/	Present	PRESENT
A	Authorised Absence	PRESENT
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