**Attendance and Absence**

**Attendance**Excellent attendance is considered necessary for students to be able to reach their potential. Amongst a series of measures, which Progress Tutors will explain in tutorial sessions, the College has a daily parental absence telephone call policy. Any missed lessons represent ‘lost learning’ which students will be expected to repay in the week immediately after return to College.

You will be able to see your absences on the attendance section of the Student Portal and it is your responsibility to make sure they are repaid within 1 week of them occurring. You should attend the LRC study pod and ensure that Mishka Fielding records your hours repaid. Work completed should be handed to your relevant class teacher.

Full attendance is expected for all parts of your timetable: subject classes, tutor groups, Academic Skills Enhancement and World of Work (WOW) sessions in addition to any support workshops you have been referred to.

The College believes that the allocation of 14 weeks holiday during the year is sufficient to prevent the need for you to take holidays during the College term. Extended periods of absence undermine your performance and are **not permitted.** Please do not book holidays without checking the College’s holiday dates.

**Absence reporting**In the event of illness the College’s absence procedures are:

 On the first day of absence, between 8am and 10am, a parent/guardian must telephone the College (01204 846215) to give a reason for your absence. In certain circumstances a medical sick note may be required.

 If you are aware of an absence prior to the actual date (essential medical appointments only), you must inform your Progress Tutor and Student Information in advance. Routine dental or medical appointments should be made **outside** of lesson times.

 Proof of absence must be shown to the staff at Student Information or your Progress Tutor. If you need to leave College during the day you must go to Student Information and sign out. This is important in terms of Health and Safety we need to know who is in College at any given time.

**Absence and bursary checking**

The Bursary Travel Grant will be paid based on the previous week’s attendance and you must have a minimum of 98% attendance in order to be eligible for the bursary payment to be made. It is your responsibility to check that your attendance records are accurate. Any attendance queries must be resolved on the Monday following the previous week’s attendance. Any appeals must be directed to Assistant Principal, Sandra McManus. If there are unauthorised absences, because the absence reporting procedure has not been complied with, this will result in your bursary payment being stopped. To receive a weekly payment the absence approval policy must be fully complied with and academic progress must be being made/maintained. The College has the right to stop payment for significant misconduct issues.

**Snow and adverse weather procedure**

We have very occasionally had to close the College due to severe snow. If there has been significant snow, you should check whether or not the College is open before you set off. Details of closures for bad weather will be posted on the College website and advice for students will be emailed to their accounts which are accessible via the College website. The College website should be the first place to check for information. If you have examinations in periods of adverse weather conditions, it is still almost certain that the examinations will go ahead. Exam boards will not make allowances for adverse weather. It is essential that you make every effort to get into College to sit your examinations.