

## **COLLEGE ATTENDANCE AND ABSENCE PROCEDURE**

It is important your child attends College to get a good education. By law, as a parent or carer, you must make sure that if your child is aged five to 16 (compulsory College age), he receives a suitable full time education. This means that your child should not have sessions of unauthorised absence. During term times, your child should attend College regularly unless he is ill or the College has authorised their absence. If your child is too ill to go to College, you must let the College know.

### **Why is attendance important?**

College ensures that children have the best start in life and that they are equipped for succeeding both academically and socially so that they can achieve in their exams and manage relationships. Children who miss College are more likely to become victims or perpetrators of crime. The more College children miss, the harder it is to catch up. Statistics show that 90% of persistent absentees (those with attendance below 90%) fail to achieve 5 or more good GCSE grades or equivalent. Poor examination results limit young people's options. Good College outcomes are the passport into higher education and better jobs.

### **What can parents do to ensure good attendance at College?**

- Create good routines for mornings at home so that your child can arrive punctually and ensure they are properly equipped with the right uniform, PE kit, College bag, pencil case, books etc
- read all College communications
- attend parents' evenings and academic tutoring sessions
- encourage and show interest; discuss their day with them
- check your child understands their homework and that it has been completed
- contact the College if your child is worried about something which might cause a reluctance to go to College
- set realistic boundaries and sanctions
- know the name of your child's subject teacher and Head of House
- let the College know the reason(s) for any absence and a likely return date on the first day of the absence and update the College daily
- make medical/dental appointments out of College time, whenever possible.
- do not take holidays during term time

### **Absence due to illness**

If your child is sick or absent for unforeseen reasons you must notify the College on the first day of the absence. The College's Headmaster will decide whether or not to authorise the absence, depending upon the reason given.

You should also let the College know about your child's treatment for any illness and any special care needed.

If your child is absent frequently because of illness, the College may ask for medical guidance to make sure the right support is given. If prescribed medicines need to be taken during College hours, you should discuss this with the Headmaster or the Matron, who is responsible for children with medical needs.

If your child is unwell at College, the College will contact you as the parent or guardian to make suitable collection and care arrangements.

### **Authorised and unauthorised absences**

Only your child's College can authorise an absence. If you plan to take your child out of College during term time, the absence can only be authorised if it is considered that there are exceptional circumstances. It is for the Headmaster and the College governors to decide whether they consider the reasons given amount to exceptional circumstances.

There are laws that cover employment of children under College leaving age. If your child is absent from College due to working in the entertainment industry, our guidance on children and young people in employment or entertainment explains your responsibilities.

If your child is absent without good reason, the absence will be recorded as unauthorised on the College register.

If you do not ask for or get permission to take your child out of College and do so regardless, your child's absence will be recorded as unauthorised.

### **Taking holidays in term time**

From 1 September 2013, a change to government legislation means that Colleges are no longer allowed to authorise requests for children to be taken out for a holiday during term time unless there are exceptional circumstances. These circumstances will be determined by your child's Headmaster, including the number of College days your child can be away from College if leave is granted. You must allow enough time for the Headmaster to consider your request before leave is taken. It is possible that the Headmaster may refuse permission. Parents can be given a penalty notice or prosecuted for periods of unauthorised holidays.

### **Being late for College**

It is important your child arrives to College on time. If they are late and miss the register, it may be recorded as an unauthorised absence.