



Student Attendance Policy

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1. Expectations

Any absence reduces the chance of a student's success, results in gaps in learning and makes it harder and eventually impossible for students to benefit from their classes and succeed, therefore:

- We expect students to make every effort to attend all of their classes, to have no avoidable absence and have no less than 95% attendance overall.
- Students must inform the College by 10am if they are unable to attend on the first day of absence and on any subsequent day of absence.
- Students must make arrangements to catch up any work missed.
- Where absence extends beyond a week, students should contact their tutors (by email) to find out what has been missed and make arrangements to catch up this work before their return .

2. Reasons for absence

2.1 The college appreciates that some absence might be unavoidable, and may be authorised, such as absences due to:

- Illness
- Hospital, orthodontist and emergency doctors' dentists' and opticians' appointments
- Practical driving tests
- Interviews and Open Days
- Funeral of immediate family members
- Religious festival (maximum 3 days per year)

Documentary evidence will be required for appointments, practical driving tests, interviews and open days.

2.2 Other absences must be avoided and will not be authorised, such as potential absences for:

- Holidays (which should be taken in holiday periods)
- Routine appointments
- Driving theory tests
- Unexplained absences

3. Supporting good attendance

3.1 When a student's attendance falls below 95% we will use our student support procedures (available on the web-site) to address our concerns with the student.

3.2 The student support procedures include a staged process of interventions designed to support the student to meet our expectations.

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- 3.3 The College will make reasonable adjustments to expectations to support a student whose health affects their attendance and will keep the situation under review.
- 3.4 If there is an extended absence (15 consecutive college days or more) the student will be advised to restart their studies the following year. Re-enrolment will be dependent on evidence that the student's health has improved. Exceptions may be made to allow the student to continue if:
- The absence follows a period of good attendance
 - The absence is supported by medical evidence
 - the student or parent initiates and maintains regular contact with the College
 - The student has maintained their studies off-site
 - The student's position is reviewed regularly and teachers are confident they can successfully complete their course
- 3.5 When a student's health affects their ability to attend intermittently, through the course and attendance falls below 80%, the student will be advised to restart the programme the following year. Re-enrolment will be dependent on evidence that the student's health has improved.
- 3.6 Students, who do not attend College for a continuous period of 4 weeks without contact with the College, will be removed from the roll.

4. Reporting absences

- 4.1 For future absences (such as practical driving test or hospital appointment) a form, available in the registry, must be completed 5 days ahead of the absence with evidence. Requests submitted late and/ or without evidence will not generally be accepted.
- 4.2 For all other absences the Registry should be contacted by 10 am. Notifications received after this time will not be registered and absences will remain unauthorised. The registry can be notified by:
- Telephone: 01273 546645
 - Text: 07481 342441
 - Email: registry@varndean.ac.uk
- 4.3 Parents/ Carers are informed by email of any absences, whether reported or not, at the end of each day.
- 4.4 If a student feels they have been marked absent incorrectly they should collect a form from the registry and ask their teacher to confirm their attendance. The form should then be returned to the registry.