

## Attendance Procedures

Objective: Post 16 students are expected to attend College for 100% of their taught sessions, tutorial sessions, mentoring meetings, employability activities and assemblies.

Where attendance to College falls below 95% it is recognised that a risk is posed to a student's achievement in line with their potential. Attendance below 95% will trigger intervention, which may include a meeting with the student and their parent(s); and could result in the College being unable to support entry for examinations or assessment. Parents and students are additionally reminded that frequent periods of unexplained absence can give rise to safeguarding concerns.

### Planned Absence from College

In the case of planned absences, for example to celebrate a religious festival or to attend a university open day, students are required to complete a **Request for Leave** form online at least two full working days before the requested absence.

The following may be deemed acceptable reasons for planned absence, subject to reasonable limits, **but need to be supported with evidence which should be attached to the application** e.g appointment letter:

- Bereavement
- Driving Test (practical and theory)
- Emergency Clinical Visits
- Hospital Appointments
- Illness (severe enough to prevent attendance)
- Orthodontist appointments
- Apprenticeship/University/Post 18 employment job interviews
- Representing the College in sport
- University Open Days
- Religious Observations

Routine medical and dental appointments and driving lessons must not be scheduled during timetabled contact times i.e. lessons, tutor sessions. Requests may be made for such authorised absence during a student's non-contact sessions.

### Unplanned Absence from College

In the case of unplanned absence of between 1 and 3 days, students **must report their absence through the My BishopLaney or by email** to [absence@bishoplaney.org](mailto:absence@bishoplaney.org) before 9:00am, providing their name and details about the absence.

**If notification is not received, the student and listed contact(s) will be contacted and asked for an explanation.** Parents or carers will be made aware of any explanation for absence received from a student, to ensure that they are aware of the student's absence and the explanation provided. Contact regarding absence is usually made by text message but may be by telephone call or other means.

Upon return from a period of sickness or other unplanned absence a student may be required to complete a 'Return to College' form or attend a 'Return to College' meeting, discussing the reasons for absence. This is particularly the case where there is a pattern or a frequency of absence which is giving cause for concern. This allows the Achievement Leader to ensure that reasons for absence can be thoroughly understood and any support provided as necessary.

If students are in school and need to leave due to illness etc., they must report Office to discuss this with a member of staff, not just simply leave the site. If a student leaves site without signing out the absence will not be authorised.

### **Sharing information about attendance**

Parents and carers are provided, on a fortnightly basis with the details of absences occurring during the preceding two weeks. An explanation is again sought, for any remaining absence where this has not so far been provided. This information is provided at the same time to the student. Absences which remain unexplained following this notification will be marked as unauthorised.

Letters will also be sent, as required, to parents raising concerns about their son / daughter's attendance. Where necessary parents are invited to respond in writing or attend a meeting to discuss the reasons for absence further. This is to promote positive attendance and ensure that reasons for regular absence can be thoroughly understood and any support provided as necessary.

Partnership between college, students and parents / carers is important and so the college approach is that parents and carers will continue to be kept updated of progress, attendance and other relevant matters; and will continue to be involved in the partnership, throughout their son / daughter's time at Bishop Laney.

### **Accessing and Leaving Site**

Students arriving or departing on 'dedicated education transport' i.e. college buses should make their way through the site and must register their presence on site via the Front Entrance of the Bishop Laney Centre as soon as possible. All other students must arrive and leave via Front Entrance of the Bishop Laney Centre at all times, signing in and out using the swipe card readers.

Year 12 students are permitted to arrive at any time up to their first contact session of the day; and able to leave site after their last contact session of the day, unless their progress, as monitored by their tutor and the Sixth Form Team, suggests that better progress would be made by studying on site in all available sessions.

Year 13 students are permitted to be offsite outside of their contact sessions; unless their progress, as monitored by their tutor and the Sixth Form Team, suggests that better progress would be made by studying on site in all available sessions.

Students taking part in Norwich City Football Club activity are subject to separate attendance arrangements during those times. Students may be permitted to leave the site on completion of a Norwich City Football Club session, subject to signing out requirements. Students who are due to take part in Norwich City Football Club activity but have been made unavailable to do so by the College are subject to the relevant attendance arrangements for their year group.