

## Attendance Policy

All Birchwood College students must be on a full-time course that comprises of at least 540 guided learning hours. All students must attend college fully and punctually, except where illness and/or legitimate commitments prevent them from doing so.

Full attendance is vital. Without it the learning process becomes fragmented and students cannot make good or better progress. Missing lessons, therefore, obviously has an impact on student progress with low attendance rates virtually guaranteeing underperformance in examinations. Bursary payments will also be affected by attendance and could lead to non-payment.

All Year 12 and 13 students are required to be in college for registration at **8.40am** each morning with their form tutor if they have a lesson at **8.50am**. If their first lesson is later, then they will be required to sign in at the main College Reception before the start of the lesson. If a student shows signs of underachieving, then the '*later signing in*' privilege will be stopped (see Attendance Procedures). If a student is absent on authorized leave (for example study leave, medical appointment, personal leave, university visit) they should inform their form tutor and obtain a signed 'signing out slip' before leaving college. They must also inform the subject teachers whose lessons they will miss on that day. Any student entering or leaving the college site must sign in/out as appropriate at the main College Reception. This way, legitimate days off will not count towards a student's absence total.

Where a student is not at college for a legitimate reason (e.g., illness, bereavement etc.) we ask that parents or students communicate this by phoning Birchwood College on **01925 853504 before 8.40am**. If no explanation is received on the first day of absence, then parents will receive a phone call/text from college to verify the reason for absence.

Attendance is monitored daily/weekly via SIMS, our electronic registration system, and we will follow up with students who develop a pattern of absence from lessons. Students who fall into a persistent pattern of absence and who fail to comply with the warnings given, will jeopardize their place at Birchwood College.

No holidays will be authorized during term time except in exceptional circumstances, where requests will need to be made in writing to the Head of College. Holidays without prior approval will be unauthorized. Holiday leave will not be granted during the public exam period under any circumstances.

We expect students to attend lessons and registration sessions punctually. If students are especially late to a lesson they will be sent away and marked absent. This will contribute to the student's absence total and may lead to disciplinary action. Students will be expected to catch up on time missed and this will be arranged with the form tutor or subject teacher. Students who are consistently late or have attendance below 95% will be expected to attend college from 8:40am until the end of the college day. Good attendance will be celebrated within the college with students being rewarded half termly with vouchers.