

ATTENDANCE AND PUNCTUALITY POLICY

Aims

St Albans Tutors considers regular and punctual attendance at classes to be an essential prerequisite for learning.

Student guidelines

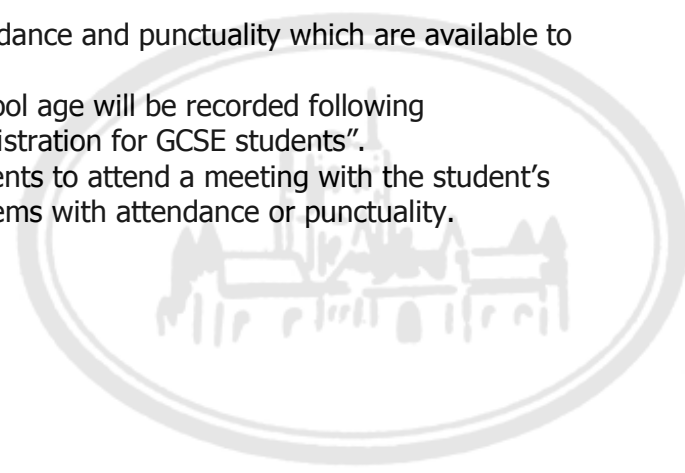
- Students must keep a copy of their personal time-table and update it with any permanent or temporary changes.
- Students must make every possible effort to attend all required sessions punctually.
- Students should inform the college by telephone as soon as possible if they are likely to be late for a lesson. A valid reason is expected.

Parental guidelines

- Parents should also keep a copy of the student's timetable and make every effort to facilitate their punctual attendance.
- Parents are asked to confirm a student's absence by telephone or e-mail on the morning of the absence.
- Parents of school-age student's are required to confirm the reason for any absence in writing within three days of the student's return to college.
- Parents are required to make any requests for planned absence in writing at least one week before the required absence. Such absence may be requested for medical/dental appointments, attending interviews or work experience placements, religious observance and up to two weeks of annual family holiday.

College guidelines

- The college will contact parents on the day of any student absence which the parents appear to be unaware of.
- The college will maintain records of attendance and punctuality which are available to students and parents.
- Absences for students of compulsory school age will be recorded following procedures outlined in the appendix "Registration for GCSE students".
- The college will require parents and students to attend a meeting with the student's personal tutor to discuss persistent problems with attendance or punctuality.



Registration for GCSE students

- School age students are required by law to be registered at the beginning of every morning and afternoon session. Subject teachers will also record the attendance of punctuality of each student, at the start of each lesson.
- The college can only authorise any absence for the reasons listed below.
- Requests for absence may be made in advance for medical/ dental appointments, attending interviews, religious observance and up to two weeks of annual family holiday. Such requests must be made by the parents in writing in order for the college to authorise the absence.
- The college should also be informed in advance of any forthcoming absence arising from approved educational activities such as work experience placements, sporting activities or off site educational activities.

Authorised/Unauthorised Absence

Absence can be authorised using the following codes in the register:

- X** illness or other unavoidable cause whose explanation is accepted by the Principal
- C** absence with leave granted by the Principal for an exceptional special occasion or family circumstance
- I** interview with a prospective employer or an institute of further or higher education
- W** approved work experience
- V** educational visit
- B** approved off site activity or is receiving special off-site tuition
- S** study leave
- R** religious observance by the religious body to which the student belongs
- H** family holiday of no more than two weeks (parents should be reminded that they cannot expect that, as of right, the school will agree to a family holiday during term time).
- M** medical or dental appointments which require absence for a whole session
- P** approved sporting activities
- E** exclusion

Absence should be unauthorised if:

- no explanation is forthcoming
- the school, is dissatisfied with the explanation
- the student stays at home to mind the house or to look after siblings
- the student is away from school on a family holiday for a period of time longer than that negotiated with the school
- the student is on family holiday without permission or if the parents have failed to apply for permission in advance of the holiday and instead seek retrospective approval on their return.

