



## St Mary's College Student Attendance Expectations

Regular College attendance is directly related to achievement and is vital for the future prospects of the student. St Mary's College expects all students to aim for 100% attendance and must achieve at least 95%.

### Student Responsibilities:

- To attend all assigned classes including tutorial and support.
- To be in class on time, prepared for academic work.
- To request any missed assignments due to an absence and to complete all missed class work and homework.
- To ensure that your parent/carer informs College of your absence before **9.30am** on the day of the absence.

### Parent or Carer Responsibilities:

- To ensure the student attends College and all of their lessons.
- To recognise that any absence, regardless of cause, has a detrimental effect on student achievement.
- To inform the college before **9.30am** (Telephone 01254 580464, option 1) in the event of a student absence, stating the reason for the absence and the likely duration.
- To inform College each day of the absence unless already specified.
- To work cooperatively with the college and the student to solve any attendance problems that may arise.
- To submit in writing the reason for the absence to SMC Central within two 2 days of the student's return.
- To monitor your son/daughter's attendance on the online College Cedar system.

### General Procedures Regarding Absenteeism:

- For an absence to be authorised, the parent/carer should notify the College by telephoning the absence reporting line on 01254 580464, Option 1, before **9.30am** on the morning of the absence and also provide the likely duration of the absence. **The phone call should be made by the parent/carer.**
- Failure to call before 9.30am may result in a telephone call being made home/text message being sent to establish the reason for absence).
- Upon return to College the student must complete a Request for Authorisation Form accompanied by a letter from the parent/carer confirming the reason for the absence. Authorisation Form are available at SMC Central.
- Authorisation will be granted if the absence falls within the criteria.
- Regular College absences will have a detrimental effect on the student's learning and will result in one or all of the following:
  - Parental notification.
  - Request for written medical verification for illness.
  - Referral to the Assistant Principal: Students.
  - Disciplinary Procedures which could result in exclusion from College.
- Sickness absences for Bursary / Free Meals students will not qualify for payment.
- Any unauthorised absences will result in the bursary payment being suspended for the week.
- Any medical appointment must be supported by an official letter.
- Regular routine medical appointments are not acceptable as reasons for missing classes and therefore will not be authorised.

**The College reserves the right to request confirmation of the reason for any absence. The Safeguarding and Wellbeing Officer will determine the nature of the evidence required in consultation with the Assistant Principal: Students.**

The following reasons may be considered as authorised absence:

- Care of a family member for whom the student has caring responsibilities. (Young Carer)
- Religious festival (1 day)
- University visit
- Occasional extra-curricular activity if notified in advance
- Driving Practical Test (official letter to be presented)
- Attendance at close family funerals
- Close family bereavement
- Career related interviews

**All other reasons will be considered as unauthorised.**

#### Arriving Late:

- Arriving late to class is not acceptable.
- Arriving late on a regular basis will result in a referral to the Tutor, who will meet with the student to discuss patterns of unacceptable lateness.

#### Holidays During College Term Time:

- Taking a holiday during College term time will have a serious impact on learning and could **reduce the grades that a student achieves, hence possibly affecting their future career.**
- The College discourages taking time away from study for holidays during term time, therefore holidays in College term time will be recorded as unauthorised.
- In the event, you choose to do take a term time holiday, a letter from parent/carer should be forwarded to the Attendance Officer located in SMC Central to ensure the unauthorised absence is recorded as holiday.

#### Declaration:

I have read the Student Attendance Expectations and understand that absence any lessons will have a negative effect on my learning. I understand that I am required to aim for 100% attendance at College and 95% as a minimum. I realise that the College will take action up to and including permanent exclusion and withdrawal from exams should my attendance become an issue

<b>Student ID Number:</b>		<b>Tutor Group:</b>	
<b>Student Name (Print):</b>			
<b>Student Signature:</b>			
<b>Date:</b>			