

## Track and Trace

If your child, or anyone in your household, has symptoms of Covid 19 you must not send them to school. You will need to book a test and the family must isolate until the results of the test.

You must inform the college if you are self isolating whilst awaiting the results of a test, and tell us the outcome of the test result.

We will authorise absences for self isolation inline with the government guidelines.

Remote work and support will be provided for students who are isolating, but not ill.

In the event of a school or year group closure due to Covid 19, your child's absence will be coded accordingly and this will not affect their attendance.

### CONTACTS

#### Attendance Officer

KSteyn@bidefordcollege.org

#### Heads of House

Arthur SSkinner@bidefordcollege.org

Brunel CLuke@bidefordcollege.org

Coleridge RCope@bidefordcollege.org

Farwell WGibbons@bidefordcollege.org

Hepworth DMunro@bidefordcollege.org

## REWARDS

We will continue to celebrate and reward good attendance through house points, certificates and assemblies.

Students with good attendance will also feel more confident, be more resilient and will achieve more.



## Attendance Matters



**Tel: 01237 477611**

## Routines and Expectations

The links between good school attendance, positive mental health and academic achievement have long been documented.

At Bideford College we wish to work with you to ensure that our students attend regularly in order to achieve their best possible chance of success.

We are following the Government guidelines to ensure Bideford College continues to provide a safe and welcoming environment in which your child can learn, and, from September 2020, school attendance is compulsory once more.

If your child is unable to attend college, please call the Attendance Officer on the main school number and leave a message detailing your child's name, form and the reason they are absent.

If your child has not arrived at school and we have not heard from you, we will send an Intouch message to let you know that they have not arrived,



## Absence Procedures

If your child is ill, they will be given an authorised absence mark for each day that they are ill. For most students these are occasional and cause no further concern.

If your child needs to request time off school for a reason other than illness, an absence request form will need to be completed. Whilst there are exceptional circumstances that may require a short period of absence, we will rarely authorise holidays in term time.

If your child is absent from school without an explanation, or for a reason we cannot authorise, then your child will receive an unauthorised absence mark for each period of absence.

We monitor every student's attendance weekly. If your child's attendance falls below 96% we will contact you to let you know. If it falls below 92% then the Attendance Officer will arrange a conversation to discuss any patterns or concerns arising and offer support. If your child's attendance falls below 90% then your Head of House will call to discuss the strategies needed to help you to improve your child's attendance.

You do not need to wait to be called to ask for help. If you would like to discuss any concerns held by you or your child, please contact the college without delay.

## Additional Support

Students with complex health needs should not be disadvantaged. Please ensure the college is fully aware of any health conditions your child has in order for us to put appropriate support in place.

If problems within the family are affecting your child's attendance we can offer support through the Early Help referral system. Please contact your child's Head of House or [HBoyles@bidefordcollege.org](mailto:HBoyles@bidefordcollege.org) if you would like to discuss this further.

We understand that some families are nervous about a return to school following the pandemic in 2020. School remains the best place for your child to learn and regain some normality; if you would like a discussion to allay your concerns please contact your child's head of house.

A school closure disproportionately affects children from disadvantaged backgrounds, absence whilst school is open widens the education gap even further. If you are struggling, please help us to help you to get your child back into school.