

# ATTENDANCE



# MATTERS

*Telephone 01237 477611*

*Information for  
Parents/Carers & Students*

**ATTENDANCE AND LEARNING GO  
HAND IN HAND**

**TOGETHER WE CAN HELP YOUR  
CHILD TO FEEL HAPPY AND  
SUCCESSFUL AT COLLEGE**



# FOR PARENTS/CARERS AND STUDENTS

**Full attendance is important in order that students:**

- Achieve their full potential
- Do not have gaps in their learning
- Learn more effectively
- Have a better chance of exam success
- Get better references
- Develop a life long habit for future employment
- And ... it is the **LAW** that parents ensure their children attend College, regularly.

Here are some of the things parents/carers and students can do to achieve good attendance and punctuality:

- Have a regular bedtime
- Record late TV programmes
- Have their own alarm clock
- Get a friend to call for you
- Get kit and bag ready the night before
- Get up at the same time every day
- Have a regular study time

It also helps if parents/carers:

- Take an interest in College work
- Work with and support the College
- Praise their children's efforts
- Check their child's ClassCharts



# FOR PARENTS/CARERS

## **Attendance**

If your children are aged between 5 and 16, you must make sure they attend school regularly and stay in school. **This is the law. You can be taken to court for breaking it. (Section 444 of the Education Act 1996).**

Another policy from the Department for Education (May 1994) says:

**“Parents / carers should ensure their children arrive at school on time, properly dressed and in a condition to learn”**

This means students should wear College uniform; they must have their books, pens and PE kit, etc., and not be too tired, worried or hungry.

## **Penalty Notices**

If a request for absence is refused and the child is still taken out of school, this will be recorded as an unauthorised absence and this will make parents/carers liable to a penalty notice for each child, payable by each parent/carer.

## **Absence**

- Parents/carers can explain absences but **they cannot authorise them.**
- Only the College can decide whether explanations about absence are acceptable and can be authorised.
- Your child may have to be absent from College for medical or dental treatment. The College must be informed and where possible appointments should be arranged after College.

## **Be aware**

If your child has frequent days off for minor illnesses (eg, tummy ache, feeling sick, etc) it may be a sign that there is a problem. Contact your child's Head of House or Tutor.

# FOR STUDENTS

If you do not attend every day, this is what happens:

- You do not know how to do the work
- You feel a bit left out
- You get left behind
- You have to make friends again
- You lose touch

A morning off College = about 5 hours missed

An afternoon off College = about 1 hour missed

A day off College = about 6 hours missed

## **Days off College soon add up**

Missing lessons makes it hard to catch up and you have to work harder when you come back.

## **Remember**

You can copy up but you may never catch up and employers want good time-keepers

## **Being on time matters as well**

- Being late puts you at a disadvantage
- You miss notices
- You interrupt lessons
- You will receive a detention
- If you are 15 minutes late each day for a year you will have lost two weeks of education

## **Missed lessons = missed opportunities**

- Being on time shows you are reliable
- It shows you can be organised
- It shows you know that College matters



**Attendance**  
**Matters**

**Every Student. Every Day.**

# UNAUTHORISED ABSENCE

You **should not** keep your child from College or allow them to stay at home:

- To go on holiday
- To look after the house or other family members
- To go shopping, visit relatives or family outings
- Because it is raining or you got up late
- Because they do not want to go or you do not feel like accompanying them
- Birthdays

Talk to your child's Head of House or Tutor about any other reasons you may have.

All holidays during term time will be recorded as unauthorised absences unless they are considered by the College to be exceptional circumstances. If you believe that there are exceptional circumstances parents/carers need to collect Absence Request Form (S2) 1 month in advance.

## **100% Attendance**

Bideford College recognises and rewards success; all students with 100% attendance will receive letters and certificates.

## **Persistent Absentees**

The Department of Education classes students with a particular number of absences as Persistent Absentees. From September 2015 this is applied all students who an attendance record below 90% regardless of how genuine the reason.

Half a day's absence a week will reduce your child's attendance to only 90%.

## SERVICES TO HELP YOU

It is important to get a message to College – it is the parent/carer's responsibility to let the College know the reason for a student's absence as soon as possible (before 9:30am), **EVERY DAY they are absent**.

You may report absence using the College telephone number **(01237 477611)** and Option 1 for Attendance – you may leave a message for absences reported outside of normal College hours or when the line is busy.

Letters from parents/carers explaining the reason for absence should be handed in at Student Reception by the student on their return to College.

Attendance Officer:

Mrs K Steyn

**01237 477611**

*(select option for attendance)*

For year group attendance concerns or issues, please contact the relevant Head of House

**For the full Attendance Policy please visit  
our website**

**[www.bidefordcollege.org/policies](http://www.bidefordcollege.org/policies)**

