



Attendance Policy for Parents and Carers

1. Reporting absence before 9.00am

Parents and carers must **contact the college before 9.00am on the first day of any absence**. Please ring reception on **01709 242585**.

2. Giving a reason for the absence

Parents and carers must **provide a reason** for the student's absence.

Where appropriate, they should also give **medical evidence** (for example, a doctor's note) to explain why the student cannot attend.

3. Working with the college to solve attendance concerns

If the college becomes worried about a student's attendance, parents and carers must work with staff to help improve it. This may include attending meetings and discussing barriers to attendance. Staff are here to help to support you and the student, and we can work together on strategies, visuals or any other support tools needed for the student to support their attendance.

Where a student has difficulties attending, staff can support attendance by working together to identify these barriers. Please speak to college staff if you need any support.

4. Supporting punctuality

Repeated lateness may lead to staff discussing the issue with parents/carers and the student. This means parents/carers are expected to work together with the college in improving punctuality.

5. Communicating quickly in urgent cases

For students who are supported interns and travel independently to and from work, employers will notify staff at college if a student has not attended work. Students should be responsible to let staff know they are not attending work with a valid reason. Parents/carers (when relevant) must make contact to college if the student is unable to make the phone call themselves. Parents/carers must make sure the college is informed **immediately** if the student is not attending or is unable to travel safely.