



ATTENDANCE AND HOLIDAYS POLICY

ATTENDANCE

LATE ARRIVALS/ABSENCE DURING THE DAY

Pupils should sign in with the School Secretary if they are late arriving for class.

Parents should contact the School Secretary directly by telephone or e-mail regarding any reason why the student will be or is late for class, or for any reason why the student might need to be absent for timetabled activities.

Students who feel unwell during the day and wish to go home should seek permission from their Personal Tutor who will inform the School Secretary. Parents will then be informed that the student is returning home.

ABSENCE

If a student is absent from College, the parent should telephone or e-mail in the morning, before 9.30am to let the School Secretary know.

All students must attend a minimum of **80% of timetabled lessons**. Failure to do so will be sanctioned and may result in suspension or exclusion from the College. In the case of Tier 4 international students, the college is required to inform the UK Border Agency if attendance falls below this minimum.

Requests to reschedule Individual Tuition require at least 24 hours' notice. The College endeavours to reschedule Individual Tuition upon request whenever possible but cannot guarantee that it will always be possible to accommodate such requests. It is the parent's responsibility to contact the College directly regardless of the reason for absence, including if the student is sitting public examinations.

The College requires a term's notice for the cancellation of Individual Tuition programmes; although, upon request and depending on the circumstances, the requirement for the full term's notice may be waived at the Principal's discretion.

ABSENCE FOR HOLIDAYS

This is not encouraged and there are strict DfE guidelines to which we adhere. This means that any absence for longer than 10 days in term time must be notified to the local Education Welfare Officer of Royal Borough of Kensington and Chelsea.

Our guiding rule is that if parents absolutely have to take their son or daughter out of school for any part of normal school time, a note should be written to the Principal requesting permission to do so.

Please observe the following protocol for requesting holidays in term time:

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.



- Please make a formal request to the Principal in writing to take their child out of school during term time, giving appropriate reasons why.
 - The request for leave of absence should be for no more than 1 week of duration in term.
 - We do not sanction individual days of leave for social reasons.
 - Parents are expected to request leave of absence in advance of any such holiday being booked.
 - The Principal will respond promptly (no longer than a week) to any request for leave of absence. She will look very carefully at the student's attendance record and if they have any concerns, for example should the student's average attendance be below 95%, it is unlikely that the Principal will agree to authorise any further absence.
 - Leave of absence will not normally be given for the first week or last week of any term.
 - Only schools can authorise absence. Parents do not have this legal authority, hence the need for parents to frame an application as a request. Any absence not authorised by the College is an unauthorised absence from education.
 - For other exceptional leave, for a longer period than a week, to enable such activities as such as performing or competing, please contact the Principal.
 - Unauthorised absences are recorded formally and may form part of a summative report and assessment of a student when they leave the College.
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Legal Status:

- Complies with Part 6, Paragraph 24 (3)(a) of The Education (Independent Colleges Standards) (England) (Amendment) Regulations 2013.

Applies to:

- The whole college along with all activities provided by the college, including those outside of the normal college hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the college.

Related Documents:

- Single Equalities Policy
- Attendance Policy

Availability

- This policy is made available to parents, staff and students in the following ways: via the College website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

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Signed:

Date: May2016

Dr Sally Powell
Principal

Edward Browne and Robert Marsden

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