



Toot Hill 6th Form College Student Attendance: Policies and Procedures

Please find below an outline and summary of the expectations of and absence procedures for student attendance at Toot Hill 6th Form College:

The Importance of Attendance:

Ensuring and monitoring student attendance at College is of the utmost importance for two central reasons:

1. **Safeguarding:** We have a statutory responsibility for the safety of all students; this includes knowing whether they are in 6th Form College or not and, if not, finding out - to the best of our ability - the reason for their absence and that they are safe.
2. **Student achievement:** We have a further responsibility to support – to the best of our ability - all students in achieving their full potential while studying with us. One of the greatest factors that influences student achievement is, simply, their attendance to 6th Form College.

Expectations of attendance at Toot Hill 6th Form College:

All students, both Year 12 and Year 13, are expected to attend morning registration, which takes place 8.25 – 8.45am every day, for the following reasons:

- Attendance to registration is important for our safeguarding procedures – it is the main way we know for sure whether your child is in 6th Form College that day or not.
- This is time that the students spend with their mentor, whose role is to help support your child's wellbeing and provide pastoral support and guidance throughout their time with us; if students are not in registration this key relationship cannot be built.

All students, both Year 12 and Year 13, are expected to attend all timetabled lessons, as well as their weekly timetabled mentor period.

Please see below for a breakdown of timetabled periods per week for each year group:

<i>Each week is broken down into a possible 29 periods of 55 minutes each.</i>		
	<u>Year 12</u>	<u>Year 13</u>
Timetabled lessons	18 <i>(3 subjects of 6 periods each)</i>	18 <i>(3 subjects of 6 periods each)</i>
Timetabled private study periods	5	5
Timetabled weekly mentor period	1 <i>(Monday Period 1)</i>	1 <i>(Monday Period 1)</i>
Total:	24	24

The remaining 5 periods can be used for:

- Homework / Coursework assignments.
- Extending their learning in subjects using the library of resources for each subject located in the Study Atrium.
- Preparation for pastoral activities using the Handbooks available in the Study Atrium, which include University Applications, Organising Work Experience, Interview Preparation, Researching Destinations, University Prospectuses, Student Finance guides, as well as others.
- Extra-curricular activities which include Duke of Edinburgh, the Student Union, Sports clubs, the Sports Leaders award, the Extended Project Qualification (Year 13 only), as well as others.
- If your child is still struggling to fill their time in 6th Form College, please contact their mentor in the first instance or their Head of Year, who will be happy to source additional work or structure additional study time for them.

Authorised Absence Procedures:

If your child cannot attend the 6th Form College for a whole or part of a day, this absence needs to be authorised by us so that we know where your child is and, therefore, that they are safe.

a) If the absence is known about in advance please follow the procedure below:

	Who to complete?	What to do?
Step 1	Student	The student needs to collect and complete a 'Leave of Absence' form from the 6 th Form College reception, before returning it to the box labelled 'Leave of Absence forms awaiting authorisation'.
Step 2	Parent	A parent/guardian needs to contact the College on 01949 863072 or contact@toothillcollege.co.uk to confirm that they support the application for an authorised absence.
Step 3	College	A member of the 6 th Form College Team will then authorise the absence, as long as the reason is appropriate, and amend the registers to show that we know about this absence.

b) If the absence is only known about on the day, please follow the procedure below:

- If your child is ill, or if another unforeseen event means they cannot attend 6th Form College for a whole or part of a day, please contact us on 01949 863072 or contact@toothillcollege.co.uk so that we know the reason and can amend the registers accordingly.
- Please be aware that any period of absence can only be authorised for 2 days, after this time the absence will be unauthorised unless evidence for the absence is provided.

Punctuality:

- All students should be on time for registrations 8.25am – 8.45am and lessons.
- If a student will be late for registration due to unforeseen circumstances, they should contact us on 01949 863072 or contact@toothillcollege.co.uk so that we know the reason and can amend the registers accordingly.
- Punctuality to registration and mentor period will be monitored by mentors and parents made aware if the problem persists.
- Punctuality to lessons will be monitored by subject teachers and parents made aware if this is a regular occurrence.
- Students with persistent punctuality issues will be monitored by the 6th Form College team.

Safeguarding procedures:

What if a student does not attend 6th Form College and we have not received contact from home?

- If your child is not in 6th Form College, and we have no notification of where they are, this then becomes a safeguarding issue for the 6th Form College and we have a statutory responsibility to, to the best of our ability, try to locate them and ensure they are safe.
- In this instance, an email will go to students and a text will go home to parents to notify you too of their unauthorised absence, requesting that any information regarding their absence is communicated to us. We request, politely, that this communication is received as soon as possible.
- Please be aware that checking on the safety of students is a priority for the 6th Form College, but also can be a time-consuming task for staff; as such, we also request politely that our time be spent on students who are at risk and not necessarily on students who have not followed the attendance procedures outlined in this letter.
- Finally, if checking up on the safety of a child becomes a regular occurrence, we will need to meet to discuss how we can go forward with your child on roll at Toot Hill 6th Form College so that we are happy their safety needs can be met with us.

Disciplinary procedures:

What happens if a student does not attend timetabled lessons or mentor period?

	Who?	What happens?
Step 1	College	At the end of each day, the 6 th Form College team will check a student's overall attendance in timetabled lessons and mentor period for that day. In the case that a student has unauthorised absences in their timetabled lessons and mentor periods a letter will be sent home to parents via email to notify them of this issue.
Step 2	Parent	If there are reasons for their absence which have not previously been communicated to us, please contact us by the end of the day the following Monday on 01949 863072 or contact@toothillcollege.co.uk .
Step 3	Student	If we have not received contact from home explaining any further context for the unauthorized absences, your child will be expected to attend a 6 th Form College detention on the following Tuesday after school 3:00pm – 4:15pm to catch up on the work they have missed. They may also be placed on report which needs to be signed by mentor, subject teachers and parents. Although we encourage our students to be independent, if they are continually missing lessons, they may need additional support.

What is the College policy on students making use of the facilities in Bingham?

- At Toot Hill 6th Form College we appreciate the benefits of having a close relationship with the local business community, and we have long allowed students to visit Bingham town centre during the day if they wish to make use of the local facilities. We believe this is one opportunity for students to begin the transition from lower school to adulthood during their time with us.
- Nevertheless, once again as we have a safeguarding responsibility to know where your child is, we would like them to sign out when they leave and sign back in again when they return. We have a blue folder in the reception area for students to sign themselves out and back in again. This is once again in recognition of our safeguarding responsibility as a provider of education for children.
- Nevertheless, if you are concerned that you would prefer your child not to have the privilege to make use of the facilities in Bingham, please contact their Head of Year who will be happy to discuss this further with you.

Year 13 only:

What if a student wants to apply for a regular authorised absence?

- For Year 13 students only, we offer the opportunity for students to apply for a regular weekly authorised absence to be used for work experience, volunteering, or other reasons at the discretion of the 6th Form College team.
- We extend this privilege to Year 13 students who have a proven track record of taking responsibility for their own learning such that:
 - Their reason for applying will further support their academic achievement in school.
 - They are on track in all subjects to achieve their target grades.
 - They have a 100% attendance or authorised absence percentage.
 - They have no incidents related to behaviour or homework recorded by teachers.
 - They have the full support of their parent/guardian in applying.
- If you feel your child may benefit from a regular weekly authorised absence, please ask your child to speak to their Head of Year, who will explain this application process to them.

What if a student wants to authorise their own absences and parents support this?

- We would prefer that parents/guardians authorise absences for students at Toot Hill 6th Form College so that we know they are aware of the absence too and support it.
- Nevertheless, in the case if a student would like the opportunity to authorise their own absences, and is over the age of 18, they are able to apply for the opportunity to do this. All we ask is written confirmation from a parent/guardian that they are happy for their child to do so and fully support this.