

Reporting Absence

Students are expected to attend all timetabled lessons, including Enrichment, Tutor periods and Assemblies.

Significant mitigating factors apart, we expect a minimum attendance rate of 95%.

- Students should seek to make all medical and dental appointments outside lesson time; this is one reason for engineering a college day that ends by 3pm.
- Students should not make appointments for such things as driving lessons and hair appointments during the college day.
- Students should remember that all Universities and employers may ask for attendance rates in references we supply.
- Holidays should not be taken during term time and will not be authorised.

If students are unexpectedly and unavoidably absent please contact Iain Grant, Attendance Officer, on the day of absence, either by email to attendance@combertonvc.org or by telephone on 01223 265470

Students must also contact their subject teachers to ask for any work missed.

If students arrive late for lessons or need to leave college early they must sign in or out using the book in the Sixth Form admin office.

If, for an unavoidable reason (perhaps on religious grounds or for a hospital appointment), a student knows they will be absent in advance of the time they must inform Iain Grant and their subject teachers prior to the absence.

Monitoring Absence

Parents/Carers

Parents are kept informed of their son/daughters attendance through the use of a weekly absence update, sent on a Monday morning. This absence update is sent to parents when their son/daughter has 1 or more unexplained absences for the previous week. It details the date and time of any missed lessons. Parents are then asked to get in touch to account for the unexplained absences.

Academic Tutors and the Leadership Team

On a weekly basis the Leadership team discuss students' attendance and highlight anyone of concern. These concerns will then be followed up by the Sixth Form Attendance Officer, Academic Tutor and/or the relevant Deputy Head either with a verbal warning or a contract of study for attendance.