

# Authorised & Unauthorised Absences

## Authorised Absences

Absence for the following reasons is authorised but patterns of absence are monitored and investigated if necessary. More detailed absence information is available from the **Attendance Policy** on the college website.

- Illness
- Medical Appointment
- University Visit
- Funeral
- External Examination
- Study Leave

### S2 Form

The law states that the Headteacher can authorise absence in exceptional circumstances, and that this must be sought in advance of the proposed absence using the **S2 form**. This can be accessed using this link: [www.kingsbridgecollege.org.uk/610/request-for-absence](http://www.kingsbridgecollege.org.uk/610/request-for-absence)

## Unauthorised Absences

More detailed information on absences is available from the **Attendance Policy** on the college website. Examples of unauthorised absence are shown below:

- Looking after younger children/sick relative
- Birthdays (Student/relative)
- Resting after a late night
- Holiday during term time
- Attending concerts
- Relatives visiting/visiting relatives
- Truancy
- Any absence not informed about and not approved

## Holidays during Term Time

College holidays are published well in advance and parents are expected to plan and take family holidays at this time so as not to disrupt their children's education. In exceptional circumstances the Headteacher has the discretion to authorise leave in term time but parents should be aware this is **not a legal entitlement**.

With only 190 statutory college days in the year, this means there are 175 days (weekends and college holidays) left for family visits, non-urgent medical/dental appointments, holidays etc.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1 September 2013, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

At KCC we take college attendance very seriously and are committed to attempting to engage every child with the college environment and education. We will support all students and families to have good attendance and will make considerations for students who need additional support. However we are bound by law to ensure that each student attends college.

# Attendance Matters



***‘Attending college at every opportunity maximises learning’***



**S**uccessful **C**onsiderate **H**ard-working **O**ur best selves **L**eaders **A**spirational **R**esilient

# INFORMATION & ADVICE ON ATTENDANCE

This leaflet provides information and advice on attendance.  
Our full attendance policy can be found at [www.kingsbridgecollege.org.uk](http://www.kingsbridgecollege.org.uk)

## Why Attendance Matters

Regular attendance helps students to make good progress and enjoy learning. We take a whole college approach to maintaining excellent attendance; it is the **joint** responsibility of parents, students and staff. Being at college is a very important part of any young person's life. It enables them to learn to make friends, to gain important qualifications and to develop a variety of skills which will prepare them for adult life. College and parents/carers are partners in making this a success. As parents/carers it is **your** responsibility to make sure that your child makes the most of this opportunity by ensuring a high level of attendance is maintained.

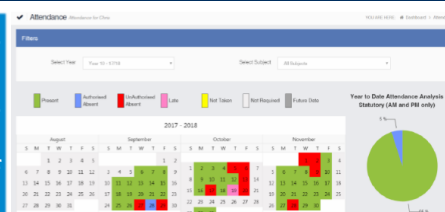
The college is required by **law** to record and publish rates of absence to include unauthorised absence. It is therefore imperative that registers are accurately marked and unexplained absences are investigated.

## What Constitutes Good Attendance?

Stage	Assessment Expectations
1	<b>+97%</b> Tutor monitoring and having positive back to college conversation.
2	<b>&lt;95%</b> <b>Letter 1</b> sent home and possible meeting with child.
3	<b>&lt;93%</b> <b>"Amber"</b> Letter 2 sent home and meeting offered with medical evidence required.
4	<b>&lt;90%</b> <b>"Red"</b> Letter 3 sent home and meeting with HOY + member of SLT including withdrawal of medical evidence.
5	<b>&lt;90% No Improvement</b> A referral to the Educational Welfare Officer for legal prosecution.

## Using Bromcom: My Child At School Portal

The My Child At School portal enables direct access to your child's attendance. The Attendance Widget displays the attendance for the current day, opening this widget will display the attendance for the academic year, with a pie chart of statistics to support you to closely monitor your child's attendance.



## Persistent Absence/Suspicious Absence

If attendance is persistent or suspicious, contact will be made with parents/carers outlining the importance of good attendance and offering support.

97+%	=	<b>25 LESSONS MISSED EACH YEAR</b> 5 days in total or 1 week
90%	=	<b>95 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 day
85%	=	<b>142 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>190 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

## Punctuality—Arriving at College on Time

8.45	A warning bell sounds, students line up outside their classroom ready to enter.
8.50	Teachers and students are in their classrooms to register and start learning.  Students arriving after 8:50am sign in on the 'Late Gate'. <b>If a student arrives after 9.15am we are lawfully obliged to code the morning session as unauthorised absence.</b>
15.20	College ends at 15.20pm If leaving the premises before the end of the day, students <b>must sign out</b> with the Attendance Officer or <b>Reception</b> .
Illness	In the event of <b>illness in college</b> no student is permitted to sign out without first seeking permission from First Aid in the first instance, or a Progress Coordinator.

## Your Role as a Parent/Carer

**You play a very important role in ensuring the good attendance or your children.** All parents/carers want the best for their children and a good education helps to ensure that children have the best start in life. College equips them for succeeding both academically and socially so that they can achieve in their exams and learn how to make and manage relationships.

**As a parent/carers you have a legal responsibility to ensure that your child attends college regularly and punctually.**

**8.30 am**

Please notify the college of any absence and the reason why, before 8.30am. This can be done by phoning 01548 852641 and dialling 2 on request, or by emailing: [attendance@kingsbridgecollege.org.uk](mailto:attendance@kingsbridgecollege.org.uk). Parents are expected to contact the college for each day of absence by 8:30am.