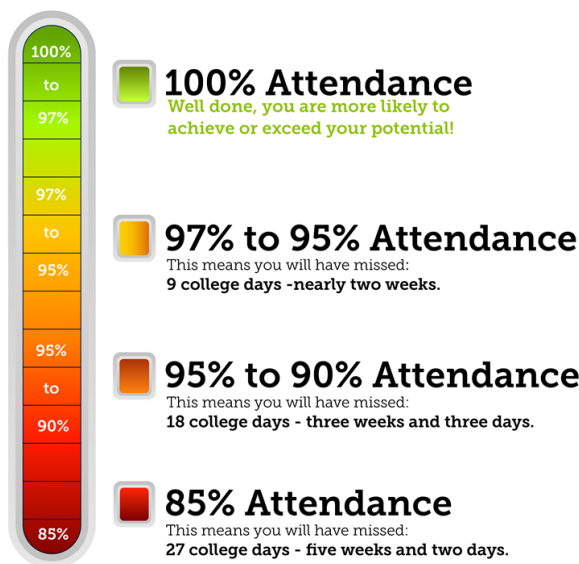


College Standards and Expectations

This document outlines the College's standards and expectations for all our students with regards to **attendance**, **punctuality** and **engagement**. These are all key employability skills and we believe are essential for creating a teaching and learning environment in which all young people can thrive and meet their full academic potential.

Student Attendance



**17 COLLEGE DAYS OFF A YEAR = 1 GRADE
LOWER THAN YOUR POTENTIAL**

The College expects 100% attendance from all our students. Attendance at lessons is the single most important factor in your achievement. Research shows that a 4% drop in overall attendance, results in the loss of a grade in 1 subject and a 10% drop in overall attendance results in you dropping by one grade across your whole programme. If for any reason you are absent from College, your absence must be reported as outlined below;

Reporting an Absence to College

- Your parents/carers must report all absences by telephone to the College by **9:00 am** each day of your absence.
- If you are absent from work placement, parents/carers must notify both the placement and College by **9:00 am** each day of your absence.

College Telephone Number: 01942 214797, press 2 for Student Absences.

Your attendance is a priority not only from an academic perspective but also a welfare perspective. Unauthorised attendance can alert the College to safeguarding and/or welfare concerns. Therefore, it is vital that your parents/carers keep the College fully informed of any absence.

Reporting an Authorised Absence

Some absences may be classified as authorised and will be marked as 'authorised' on College registers. **You must gain approval of known absences in ADVANCE.**

These will only be approved if the reason for absence is unavoidable and the evidence has been presented, prior to the date of the absence.

Authorised Absences include:

- **University open days (3 maximum).**
- **University interviews and other final career choice interviews.**
- **Hospital / orthodontist appointments/ serious illness supported by a doctor's note.**
- **Practical driving test.**
- **Bereavement/funeral.**
- **Religious holidays.**

Unauthorised Absences – Are absences that can be arranged outside the College timetable

- Routine medical and dental appointments will NOT be authorised.
- Driving lessons will NOT be authorised.
- Driving theory tests will NOT be authorised
- Holidays

Punctuality

Please note that persistent lateness will be challenged and may trigger College Support and Disciplinary Procedures.

Lateness Procedure

- College expects all students to be punctual to all lessons. Lateness not only impacts your learning but also the of other students
- If you know that you are going to be late you must inform College.
- If you are late for College due to a College bus problem, an e-mail will be sent to staff informing them that the lateness is due to College transport issues.
- If you arrive late to College you must go straight to your lesson.
- If you have missed the register, it is your responsibility to speak to your subject teacher to ensure you have not got an absence mark but a late mark.

Engagement

To ensure the best possible outcomes, we require all students to engage fully with their programme of study by:

- Being respectful to staff and peers
- Being prepared for class with all the necessary equipment
- Engaging fully with all tasks set by staff
- Sitting both internal and external assessments
- Meeting all deadlines set
- Completing work to the required standard
- Catching up on work missed before the next lesson if you have been absent
- Conforming to classroom etiquette such as no drinks other than water (unless permission is given)
- Always wearing your College lanyard
- Not using your mobile phone in class unless you have been given permission to do so by the teacher
- Wearing clothing that is appropriate for an educational setting

Failure to adhere to the College's Standards and Expectations can result in the following actions:

You may become subject to the College's Support and Disciplinary Procedures or the College's Support to Study Policy. Progression to further years of study depends upon attendance, punctuality and engagement records meeting College expectations. Additional sanctions for records that are insufficient are;

- **being required to bear the cost of course registration fees and / or examination fees**
- **being withdrawn from the course or the College**
- **Bursary payments being withheld**

****Please note this document should be read in conjunction with the College's Student Charter****