

A STUDENT GUIDE TO ATTENDANCE

2011-2012

Financial Support refers to both Education Maintenance Allowance (EMA) and the 16-19 Bursary Fund

Attendance

Excellent attendance, punctuality and commitment to studies are essential for student success. Students are expected to achieve 100% attendance, unless there are very good reasons why this cannot be the case. **Attendance will be monitored for every part of a student's learning programme** – this includes all subject lessons, tutorial sessions (including Cope in Year 12 and General Students etc in Year 13) Functional Skills and complementary activities.

It is the responsibility of the student to ensure all lessons are attended and that the Student Reception is informed of any times when the student will be absent from college; in these instances appropriate evidence should be provided.

Planned Absence

Students should only plan absences from college if there is no alternative and the reason is a good one. In these circumstances, students will need to provide details to the Student Reception and provide supporting evidence **BEFORE** the event where possible.

Unplanned Absence

Where absences cannot be foreseen students should let college know as soon as possible (but before 10:00am) on the same day. When students ring college they will be provided with a logging number for the call. This is your evidence that you have informed college of the absence.

The following are some examples of reasons for absence which would be acceptable:

- Hospital and Orthodontist appointments that cannot be arranged outside college hours, backed by evidence of an appointment card or a signed complementary slip from the receptionist
- Religious holidays (up to three days per academic year)
- A university visit – either for an interview or an open day (for an interview the university letter is required)
- A job interview (appointment letter must be provided). NB interviews with the college Careers Department should be made outside of lesson times
- A work experience placement arranged through college which is an integral part of a course for which a student does not receive a wage

If students do not inform college of an absence before or on the day, (before 10:00am) the absence will be classed as unauthorised. If students are in receipt of financial support this will result in the weekly payment being stopped.

In case of any dispute over an absence phone call, if the logging number cannot be provided, the absence will be classed as unauthorised.

The following reasons for absence would not be authorised:

- Holidays during term time
- Dentist appointments
- Part or full time work
- Driving lessons
- Leisure activities

REMEMBER

If your absence is not authorised, financial support will be withheld.

Sickness

If students are absent from college due to illness the following procedures should be followed:

All illness must be notified before 10:00am on the first day of absence. Telephone callers should state the student name and reason for absence and an expected date of return. A logging number will be provided.

If the student is unable to return to college on the notified date then another call will be required to advise the college of the continued absence. If you cannot attend an exam, college must be notified before the exam is due to start.

To inform us of an absence please telephone: 01977 702139 and choose the option for Student Services or alternatively email attendance@ncpontefract.ac.uk.

You may wish to contact the Progress Tutor in addition to this to discuss any implications of the absence as it may be that additional support can be offered.

If students need to go home part-way through the day due to illness, they must sign out at the Student Reception **BEFORE** leaving college. Failure to do so will mean the absence is unauthorised and if students are in receipt of financial support, the weekly payment will be stopped.

Financial support can be paid where students are absent for a number of days due to sickness during a week but should not be paid where students are absent for a full week (but may be paid where a student is continuing to study at home during a long-term illness and is progressing with their work).

Lateness

Student should be punctual to all lessons. Persistent lateness will result in financial support payments being withheld.

Effort and Behaviour

If a student is placed on the first stage of the college's Disciplinary Procedures, your financial support payments will be withheld on the basis of unsatisfactory effort or behaviour.

