



Attendance procedures at Holy Cross

- If a student is absent, we request that the student's parent/carer contact the student's Progress Tutor as soon as possible- ideally on the same day. Contact details for the Progress Tutors can be found on the College website, Moodle site and the Connect parent portal site.
- If the absence is planned in advance, please ask the student to inform their Progress Tutor and speak to their curriculum teachers in order that they do not miss important work.
- This absence from college will then be recorded as 'notified'.
- Only activities that are related to learning are recorded as 'authorised' – for example, missing a lesson because of an educational visit organised by the college, a work experience placement, examination or university interview/ open day.
- All other reasons for absence, such as illness, medical appointments, will be recorded as a 'notified' absence if the parent/carer has made contact with the Progress Tutor.
- If a student is late to a lesson, it is their responsibility to ensure that they are marked into the lesson as the register may already have been taken by the class teacher.
- Students and Parents can monitor attendance levels using MyView or the Connect parent portal. Errors need to be reported within the week, as after this time registers are locked and cannot be altered.
- Holidays should not be taken in term time- they seriously impact on student learning. If a student's absence or punctuality becomes a concern they will be placed on the student intervention system by the Progress Tutor.
- If a student becomes ill during the college day, the student must go to the Student Centre reception where they can speak with either their own, or another Progress Tutor. If the student needs to return home and leave college as they are too ill to remain a phone call will be made to one of the student contacts informing them of this.

- If a student forgets their college identity card, they must visit the Student Centre reception to collect a sticker for the day. We ask for a small donation for this service which is given to charity. This sticker will ensure that they are easily identifiable as a Holy Cross College student.
- Replacement identity cards and lanyards will incur a cost to the student. They are an essential part of our college security and safeguarding procedures and as such students must take care of these.