

5. ATTENDANCE

5.1 If a student is absent, the student's parent/carer must contact the attendance line (0161 762 4500) or email to attendance@holycross.ac.uk before the time of their first lesson on the same day. Please provide the student's full name, Pin number and reason for absence, must be left. Contact details for the Progress Tutors can be found on the College website, Moodle site and the Connect parent portal site. They will also be shared by Progress Tutors during tutorials.

5.2 If the absence is planned in advance, the student must inform their Progress Tutor and speak to their curriculum teachers in advance in order that they do not miss important work.

5.3 This absence from college will then be recorded as 'Notified'. All 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.

5.4 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.

5.5 Students and Parents/Carers can monitor attendance levels using MyView or the Connect Parent Portal. If a student believes an error has occurred in recording their attendance, they should notify the teacher of the relevant class within one week of the date of the queried attendance mark. Any challenges to data accuracy made after this length of time cannot be upheld.

5.6 If a student is late to a lesson and therefore not present when the class register is taken, it is their responsibility to remind the teacher to amend the class register to ensure attendance is recorded accurately (e.g. changing an 'absent' mark to a 'late' mark)

5.7 Pre planned long term absences, for example, due to medical operations / health issues will be treated on an individual basis. In these individual instances, arrangements will be made with the Progress Tutor and academic teachers to try to ensure that the student does not fall behind with their academic study, for example, coordinating arrangements to have work sent home to students. Upon return, the Intervention System will be used with the student until the Progress Tutor and academic teachers are fully satisfied that the individual has completed all missed work.

5.8 Holidays must 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 to help support them to catch up.

5.9 If a student becomes ill during the College Day, the student must go to the Student Centre reception where they can speak with a designated member of staff. 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 emergency contacts informing them of this. On occasions a student may be too ill to make their own way home, in these circumstances a responsible adult must come to collect them.

5.10 If a student needs to leave College early for another unforeseen reason they must go to the 'Student Centre' reception where an entry will be made on the College Information System and a telephone call made to one of the two emergency contacts to explain that the student has left College early.



5.11 Poor attendance will result in the following action being taken:

- Referral to Progress Tutor, Senior Pastoral leads, Curriculum Leader, or another member of the wider leadership team.
- Placement on the appropriate level of the Intervention System and actions implemented such as - additional hours of study, compulsory subject support.
- Non acceptance on educational visits.
- Extremely poor attendance may put the student's College place at risk.

5.12 If a student forgets their college identity card, their name, photo and pin number must be checked at reception (so we are aware that they are our students) they will then be allowed into the building to collect a sticker from Student Services reception. 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. If the ID card is forgotten more than 3 times in an academic year students will be placed on intervention and charged £5 for a replacement.

5.13 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.

This information has been extracted from the Holy Cross College Pastoral Policy

