

## Attendance FAQs - What Should I do if:

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### I am ill or there is an unexpected problem that prevents me from getting into college?

Parents / Guardians should let the College know students are going to be absent on the first morning of their absence, by emailing [attendance@godalming.ac.uk](mailto:attendance@godalming.ac.uk) or by phoning Reception on 01483 423526.

### Parents forget to notify or are unable to notify the College that I will be absent?

We are sensitive to situations that occur when absence is unavoidable and you are not in a position to notify the College at the time. An automated email will go out at the end of each day to you and your parents highlighting that you have been absent without reason. Your parents will need to notify the college why at the earliest opportunity.

### I know in advance I will be absent from college?

Supply evidence of appointment or reason for absence (e.g. your appointment card or letter) and present it to Student Reception at least 24 hours before the event.

If you have not notified us of an absence you will be sent an email requesting you to do so. If no reason is forthcoming the absence will count as unauthorised and will reflect in your overall attendance record.

### I'm taken ill at college and have to leave early?

Get permission from your teacher to leave the lesson or to be excused from a lesson. Go to Student Reception to be signed out and for the register to be adjusted. Your parent / guardian will need to corroborate the absence.

### I'm late or delayed from arriving at college for any reason?

If you are going to miss a lesson then a parent or guardian should call in. If you are going to be a few minutes late, then make sure that your teacher amends the register from Absent to Late.

### I want to take holiday during term time?

Holidays during term time are not allowed.

### At what time of the day is the register taken?

There is an electronic registration system which means students will be registered at the start of every lesson (not just AM and PM sessions). It is the student's responsibility to ask their teacher at the end of the lesson to amend any absence mark to lateness if appropriate.

### Will I have to be in college all day?

The student College day starts at 8:45am and finishes at 4:15pm, with a morning and lunch break. All lessons are compulsory and students are expected to adhere to the 50:50 ethos, ensuring that they spend as much time reading and working outside of lessons as they do inside of lessons. College is a full-time

commitment and students are wise to make use of all of the College facilities, though some may choose to do more of their work outside of lessons at home.

### Do I have to attend all my lessons?

Yes. Attendance is compulsory at all timetabled commitments, subject lessons and personal tutorials: good attendance will lead to success.

### What about Trips, Visits and Sports Fixtures?

Taking part in educational trips and visits organised by the College counts as authorised absence, which is notified to the Attendance Officer by the member of staff responsible for the event. These absences will not count against your overall attendance percentage.

### How can I check my own level of attendance?

Students will have access, through Godalming Online, to SELF – the student page on our database. Along with other information, this page will show your attendance record for the year to date.

### What do the symbols mean on the register?

P – Present
L – Late
E – Educational Absence/Exams
A – Unreported/unauthorised absence
R – Reported Absence – absence reported by parent/guardian/other
N – Register not taken

### What do I do if I think I've been wrongly marked as absent?

As your Subject Teacher to amend the register.

### What if I'm going to be absent for an extended length of time (e.g. for medical reasons)?

Where possible report the start and end dates to Reception who will make a note on your record.

Prolonged absences may affect your ability to study effectively (please refer to the Fitness to Study Policy)

### What about another reason not mentioned so far?

The authorisation of absence for any other reason will be at the discretion of the College. You should not assume that absence will be authorised; if in doubt, check it with your Personal Tutor.