

Attendance – Students’ and Parents’ Guidelines

We are clear at Godalming College that there is a strong positive correlation between attendance and punctuality in lessons and achievement. Therefore the management of attendance while at college is not only an important part of a student’s understanding of their college responsibilities but will also improve their performance and overall college results.

The responsibility for attendance and punctuality is a three-way commitment:

Students – In accordance with the Student contract, we expect students: “To attend all lessons, tutorials, registrations and timetabled commitments and to be punctual in meeting all these commitments.”

College Staff – we will monitor attendance and punctuality, working first with the student to deal with any issues that arise. Thereafter we aim to keep parents/guardians informed of concerns regarding attendance. In addition to day to day registration and monitoring we will carry out random checks which will help highlight problem students who may need additional guidance and support.

Parents/Guardians - We ask for your support in promoting good attendance and punctuality and that you notify Reception or attendance@godalming.ac.uk in a timely manner of any absence, planned or unexpected. Due to a change in College policy, students are unable to report their own absences. Email notification will be sent at the end of each day to any student who has been registered with an unauthorised absence. A copy will be sent to parents/guardian so you have the opportunity to notify us retrospectively. Please ensure you let us have any changes to your contact details.

Attendance Team

Principal	Emma Young
Assistant Principal for Student and Staff Development	Carol Horlock
Senior Tutors	Ceilidh Botfield Jenny Hunter-Phillips Jane Scott Neil Winstone
Administrative support to Carol Horlock and Senior Tutors & Attendance Officer	Emma Calderwood
Reception Team	Julie Drain, Mandy Howes, Jacqui Holloway

Supported and advised by Personal Tutors, Subject Tutors and other members of staff as appropriate.

The following information should help you to understand our student registration procedures. If in doubt, please ask.

We will authorise absence for the following unexpected situations:

- Illness or emergency medical appointment
- Severe disruption to travel

- Severe weather conditions
- Exceptional family circumstances (to be confirmed by a Student's Senior Tutor)

When notified in advance we will authorise the following absence:

- Medical / dental appointments that cannot be arranged outside college hours, with supporting evidence
- University Open days / visits
- A religious holiday
- A driving **test**
- Work experience that is relevant to college work/career aspirations
- Exceptional family circumstance (funeral, legal meetings confirmed by Student's Senior Tutor)

We will not authorise absence for:

- Holidays in term time
- Birthdays and similar celebrations
- Driving **lessons**
- Weddings
- Leisure activities
- Part-time or full time work commitments
- Any known reason for absence not notified in advance

Prolonged authorised and notified absence

If a student has been absent for a period of time due to prolonged ill-health or injury, he/she should submit a medical certificate to indicate the reason and length of time for absence. In these circumstances the Senior Tutor team will become involved in individual cases. In certain circumstances a certificate confirming that the student is fit to return to studies may be required.

The College is required to withdraw any student who has been absent for 4 weeks or more where there is no reasonable prospect for return, whether authorised or unauthorised. Each case is considered carefully for individual student circumstances before any decision is taken.

Punctuality

Students are expected to make every effort to arrive at their commitments on time. If a student arrives late, the subject teacher may well have already recorded an absence on the register. **It is the student's responsibility to request that the teacher changes the register to late rather than absent.**

Leaving College due to illness or bad weather

If you are unwell while in college you may leave College early to return home. However a parent or guardian will need to contact the College to confirm your absence from College; only then will your absence be placed on the register as an authorised recorded absence. If the College is not notified then your absence will be unrecorded. The same applies when the weather is bad or there is travel disruption.