

## Attendance – Students’ and Parents’ Guidelines

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We are clear at Godalming College 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 the student’s understanding of their College responsibilities but will also improve their performance and overall College results. We expect attendance to be 100% and will scrutinise student attendance which falls below 90%.

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

**Students** – In accordance with the Student Contract, we expect students “To attend, and be punctual to, all timetabled commitments and fulfil all other College obligations”

**College Staff** – We will monitor attendance and punctuality through electronic registers. Parents also have access to attendance data through the Parents’ Portal. In addition to day to day registration 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 by telephone or email [attendance@godalming.ac.uk](mailto:attendance@godalming.ac.uk) in a timely manner of any absence, planned or unexpected. Students are unable to report their own absences. Email notifications will be sent at the end of each day to any student that has been registered with an unauthorised absence. A copy will also be sent to parents/guardians so you have the opportunity to notify us retrospectively. Please ensure you make us aware of any changes to your contact details.

### Attendance Team

Principal	Emma Young
Assistant Principal	Carol Horlock
Senior Tutors	Amy Johnson Ceilidh Botfield Jenny Hunter-Phillips Neil Winstone
Student Services Administrator & Attendance Officer	Emma Calderwood
Reception Team	Julie Drain, Alison Hoade

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 authorised 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 your 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 reserves the right to exclude 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 made.

#### 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 other travel disruption.