

Attendance – Students’ and Parents’ Guidelines 2014/15

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.

Email notification will be sent at the end of each day to any student who has been registered with unauthorised absence. A copy will be sent to their 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	David Adelman
Assistant Principal for Student and Staff Development	Carol Horlock
Senior Tutors	Judith Smith Jane Scott
Assistant Senior Tutors	Jenny Hunter-Philips Neil Winstone
Administrative support to Carol Horlock and Senior Tutors	Emma Calderwood
Attendance Officer	Ilena Mariell
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 (confirmed by PT or ST)

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**
Exceptional family circumstance (funeral, other education/training, legal meetings confirmed by PT or ST)

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 guidance 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.

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

NB - The College reserves the right to exclude any student who has been absent for 4 weeks or more, whether authorised or unauthorised. Exclusion should not necessarily be seen as a negative action. 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 need to get a teacher's permission to leave (so they can assess it is safe for you to do so) and report to Reception so they can mark the register with your absence. The same applies when the weather is bad or there is other travel disruption. A student will be supported if they make the decision to leave college early if it will assist their journey home, but they must get a teacher's permission and sign out at Reception.

More Information

You can find a list of Attendance F.A.Q.s on the Godalming College Website, through the Parents' Portal, and on Godalming Online.