

The Bosco Centre	
Policy:	Attendance Policy
Applies to:	College and Independent School
Reviewed:	Oct 2016
Next Review:	Oct 2017

All students are expected to attend College on time, on the appropriate days according to their timetable, so that they may successfully complete their study programmes and achieve their potential. We will liaise with parents as to the support we can give each other in helping the young person maintain excellent attendance and hence chances of success.

Procedures

Students who are unable to attend, will contact College by telephone/ text before 8.30 am, with their reason for absence / lateness.

Students who do not contact to explain their absence will be contacted by telephone or text, by 9.30 am or within 30 minutes of their expected start time if later in the day. Students who cannot be contacted, will be followed up again later; during the day/ in the evening and eventually by letter.

Students who have problems with attendance will meet with the head of Pastoral Support to help remove barriers to attendance, and will be included in the Attendance Support Plan.

The payment of Bosco Financial Support will be affected if students are absent or late without good reason.

While we are aware of the difficulty of scheduling some appointments outside of College hours, we expect notice of hospital, doctors or dentist appointments, to be given beforehand to the Attendance Officer. This should be done at least the day before, with evidence for an authorised absence.

Each students' attendance will be monitored on a weekly basis and averaged over the month, and if it falls below 87.5%, they will automatically be included in the Attendance Support Plan.

If all attempts from the Attendance Support Plan and the Pastoral Support Team have been exhausted without any positive results, then the student will be asked to leave the college. Parents or carers will be formally notified of this action.

KS4 Students

It is a legal requirement that students of compulsory school age receive full-time education. Regular attendance at school is vital. If a young person is not at school they

are missing learning. it also places that young person at risk and may result in them being drawn into patterns of anti-social or criminal behavior.

Our expectation is that all KS4 students will aim for 100% attendance.

All KSD4 students will be subject to the procedures described above. In addition where more serious issues arise we will:

- Work with the referring school to develop a coordinated strategy that involves the student and their parents or carers.
- Engage with local authority support services where appropriate.

Where a problem with attendance persists we will work with parents and the referring school to determine what is the most appropriate provision for the young person.

No Yr 11 student will leave the College premises for whatever reason, without their parents being notified, or without their permission.

Darren Coghlan CEO and Principal		Review date	October 2016
Prim Campbell Chair of Trustees		Next Review	October 2017