

The following procedures should be read through carefully. A reply slip is attached which should be signed by you and those persons who are responsible for providing you with verification of any absences - this would usually be your parents/carers. Please be aware that we will only accept this verification from the person/persons who have signed this procedure. By signing you are agreeing to adhere to the following procedures.

## Absences

### Reporting Absence

Absences have to be reported to the Sixth Form Office by a parent/carer. These can be done by phone, email at [enquiries@accordsixth.co.uk](mailto:enquiries@accordsixth.co.uk) or written note.

#### *Planned Absence*

If you have a hospital, orthodontist, practical driving test, university visit, religious festival or other authorised appointment the **Sixth Form Office** should be advised in advance of your intended absence. Marks will not be adjusted in retrospect.

#### *Unplanned Absence*

A telephone call must be received by the Sixth Form Office before **8.30am** to notify us of your unexpected absence for that day (01924 668932). **Full details of your reason for absence will be required and again, this needs to be done by a parent/carer.**

**If you have to go home from College due to illness, you must advise the Sixth Form Office prior to leaving. Your parent/carer will be informed of your illness and you will be asked to sign out.**

### Reasons for Absence:

There may be occasions where you are not present in your scheduled class due to authorised college events. Examples could be:

- Authorised leave in examination periods.
- Approved educational or sporting activities
- Involvement in School/College

The following reasons for absence are **generally acceptable**:

- a) a medical appointment which **cannot** be arranged outside college hours. An appointment card/letter must be shown to prove this.
- b) a particular need to look after a family member or another person for whom you have caring responsibilities. However, the College will not regularly be authorising absences for you for this reason.
- c) a religious holiday (maximum 3 per year)
- d) a visit to a university (maximum 5)
- e) an appointment with a Connexions/Careers Advisor
- f) a work experience placement which is an integral part of your programme.

- g) participating in a significant extra-curricular activity, such as drama, music or sport or volunteering – for example; a regional or national event.
- h) attendance at a probation meeting
- i) attendance at a funeral
- j) practical driving test
- k) severe disruption to your mode of transport – for example; a rail strike.
- l) a practical driving test
- m) a provider representative's meeting – for example; Governors' meeting.
- n) National Union of Students' official business
- o) Territorial Army or cadet events.
- p) study visits abroad that are an integral part of your learning programme, last for no longer than 4 weeks and are set out in your learning programme.

The following reasons for absence **would not generally be acceptable:**

- a) holidays
- b) part or full-time work which is not part of your programme of study
- c) leisure activities
- d) birthdays or similar celebrations
- e) babysitting younger brothers/sisters
- f) shopping
- g) driving lessons
- h) theory driving test.

### **16-19 BURSARY FUNDED STUDENTS**

#### **In order to fulfil 16-19 Bursary funding requirements:**

You must give prior notice of an appointment, visit etc. The only exception to this is where you can supply a strong reason why you failed to contact the College – for example; because of an emergency event.

It is unacceptable to miss classes without prior notification and then to claim that the absence should be authorised.

In authorising absences, we will consider the number of absences taken by you, repetitions of the same excuse and whether the excuse is backed up with evidence.

Any false information or claims made in order to receive Bursary Funding will be treated as fraud. If, after an investigation, any attempt to make a fraudulent claim is found to be proven, any Bursary Funding entitlement will be withdrawn and you may also face action through the college's disciplinary procedures.

Following your return to college after an absence you will have a maximum of two weeks in which to supply any additional evidence which may be required, Appointment cards etc. If you delay with following up absences, or fail to hand in the additional evidence within two weeks of your return to college, this will be taken into account when Bursary Applications are received. Isolated periods of genuine sickness will not mean that a Bursary payment will be withheld; however, Bursary Funding is intended to cover the costs incurred through attendance in learning.

***In the case of any absence, College needs to be informed so that an authorised mark is placed on the registers affected. On your return you should then see subject teachers to collect the work missed during the period of your absence.***

## The College Agreement

### The College:

#### Teaching and Learning

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1. We will provide high quality teaching from specialist subject teachers.
2. In the absence of staff, appropriate work will be set and lessons will continue.
3. Work will be marked promptly and appropriate targets for improvement given.
4. Regular formal feedback will be given to you and your parents about your progress according to the set schedule. It is expected that you and your parents will attend Parents' Evening.

#### Personal Development

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1. You will have a Personal Progression Tutor who will be available to you on a regular basis.
2. You will have regular Tutorial appointments with your tutor to assess your progress.
3. For students who need more personal advice, appropriate guidance will be available.
4. You will have opportunities to be involved in extra-curricular activities and other work within the college and be able to elect representatives to the Sixth Form Council who will meet regularly to discuss issues.

#### Resources for Learning

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1. Year 12 and Year 13 students will have the Sixth Form Centre as their base.
2. Access to ICT facilities is available before, during and after College hours for sole use by the Sixth Form in the Independent Learning Centre (ILC), including Wi-fi access for own devices.
3. The ILC will be available for study for students of the Sixth Form.
4. Year 12 and 13 students will have timetabled extended study support periods. **These are compulsory.**

**Effort and Behaviour** - Good attendance, conduct, effort and dedication are fundamental attributes of a successful learner.

#### The Student will:

- Attend all subject lessons, supported study, tutorials, intervention and revision classes, assemblies, enrichments, one to one coaching, interviews and appointments.
- Adhere to the guidelines regarding attendance and conduct at Accord Sixth Form College as laid out in the learning contract.
- Endeavour to make a full contribution to lessons by ensuring that work is produced to the required standard at all times.
- Be clear about the guidelines for learning, producing work and meeting deadlines as required.
- Complete set class work and home learning to the best of their ability meeting deadlines wherever possible and taking responsibility to discuss deadlines that cannot be met with the appropriate member of staff.
- Have high expectations and work at all times to achieve their target grade.
- Take responsibility for independent learning ensuring supported study, intervention and revision sessions are attended and make effective use of all learning resources and study areas available.
- Be respectful of their learning environment treating all areas in college with respect and working quietly and being mindful of others when necessary to do so.
- Conduct themselves appropriately around college ensuring the Health and Safety of themselves and others at all times.
- Be aware of their conduct when working in partnership with their fellow students and staff at the college.

## **Assignment Deadlines**

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Students are expected to meet all assignment deadlines and all assignments will clearly stipulate deadlines to allow students to plan work effectively.

## **Code of Conduct**

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1. Students must have their lanyard visible at all times.
2. Students must sign in/out of college when leaving/returning to site.
3. Students will adhere to the school's ICT policy.
4. Students will not smoke on the premises.
5. Alcohol will not be consumed during the College day.
6. Illegal drugs and misuse of substances are strictly prohibited on the college site.
7. Behaviour in lessons will be conducive to a positive learning environment.
8. Students will respect property and persons.
9. Students will adhere to the Absence, Effort and Behaviour Guidelines.
10. Students are asked to dress in a way which is in keeping with a learning environment. We reserve the right to send home any student who is unsuitably dressed.
11. Students will have a positive attitude towards studies in class, independent and supported study sessions and will demonstrate progress in each subject.

## **Paid Employment**

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Students will not let paid employment interfere in any way with their work. Timetables and expected hours may change within the academic year. Students in part time employment should **NOT** work shifts which fall within the college day.

***Please note if you are in receipt Bursary Funding and you fail to adhere to the Learning Agreement your Application or subsequent payments may be affected.***

## **Absence, Effort & Behaviour**

Name of student (*Please print*) \_\_\_\_\_

Tutor Group: \_\_\_\_\_

I confirm that I have read and understood the content of this document and will follow its guidelines on attendance, effort and behaviour.

Signed: \_\_\_\_\_ (Student)

Date:

Signed: \_\_\_\_\_ (Parent/Guardian)

Date:

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: