



29 January 2018

Dear Parent or Carer

As you are aware, the Spring Term is a crucial period, with both A1 and A2 students making preparations for their summer exams. High attendance rates are a vital part of a student's success in their studies, and we expect individual attendance rates to be above 90% by the end of the year. For your information I have attached a letter regarding our attendance and absence procedures. It is important you read this, as it contains important details regarding our Student Attendance Policy. Full information on the College's Attendance Policy can be found on the main College website, under [Student Policies](#).

### **Attendance Reviews**

It is useful to note that students have discussions with their Personal Tutor, relating to their attendance, every half term; and can check 'live' information on their Student Advantage account, online. They should therefore be aware of their up-to-date attendance, and any issues or concerns. **We would also like to remind you that you are able to check your young person's up-to-date attendance rates by accessing your Parent Advantage account.** Details of how to set up your Parent Advantage account were sent through to you on 2<sup>nd</sup> October 2017. There are guidelines on the Parent and Carers section of the main BHASVIC website here: <https://www.bhasvic.ac.uk/parents-and-carers/parent-advantage/> or contact our College Information Systems department at [cis@bhasvic.ac.uk](mailto:cis@bhasvic.ac.uk)

### **Special Circumstances**

The letter attached also gives information on what to do if you feel there are special circumstances relating to a student's attendance. If your young person has a high level of absence caused by special circumstances, and the College has not been previously notified of any special circumstance, please encourage them to arrange a meeting with their Personal Tutor or contact their Guidance Manager to discuss this.

### **Authorised/Unauthorised Absence**

We ask that all absences are properly authorised, and reminders of how to do this are contained in the letter. The level of unauthorised absence may also indicate that your young person is not following the correct procedure for notifying the College about absences. Please therefore remind yourself of these procedures by reading the letter attached. Good attendance and punctuality are part of BHASVIC's aim to continually improve retention and achievement of all our students, and we thank you for your continued support in this.

### **KEY DATES**

Finally, I wanted to send you information about some key dates for your diary in the forthcoming term.

- **A2 Parents' Evening – Thursday 8<sup>th</sup> February**

As usual A2 students will be asked to make appointments with their teachers on your behalf, so please speak to your young person in the week before this date to encourage them to organise your appointments if you wish to attend.

- **A2 Mock Exam week – 19<sup>th</sup> – 23<sup>rd</sup> February**

There will be an altered timetable for all students this week to enable longer A2 mock exams to take place during the College day. Students have already been informed and

asked to rearrange any part-time work and other commitments which are outside their usual lessons.

- **A1 HE Information Evenings for Parents – Thursday 1<sup>st</sup> March and Tuesday 6<sup>th</sup> March**

These are highly popular annual events for A1 parents and carers, with invited speakers from local universities who explain the application process for HE and the financial support available.

- **A1/A2 Study Days – Monday 12<sup>th</sup> & Tuesday 13<sup>th</sup> March**

A1 students are set independent study to enable A2 students to have one-to-one appointments with each of their teachers.

- **A1/A2 Subject Reviews – published to parents on Friday 23<sup>rd</sup> March**

Termly review of progress for all students, published on Parent Advantage.

Further information on these dates and other aspects of College life will be forthcoming later this week when we distribute this term's Parent Newsletter. We hope this will be of interest to you.

Kind regards,



Alison Cousens  
Assistant Principal (Director of Student Services)