



29 January 2018

Dear Parent or Carer,

College Absence Procedures

The Attendance and Absence section of the main BHASVIC website gives full details of our Absence Procedures <https://www.bhasvic.ac.uk/parents-carers-dashboard/attendance-and-absence>

A paper copy of the booklet 'What to do if you are absent from College' is available upon request to Caroline Abbott at c.abbott@bhasvic.ac.uk or telephone 01273 552200 ext.4883.

We have another way for you to report absences from College

We also invite you to use the free Study Bugs app or the Study Bugs website to report your young person's absence. The absence will be authorised straight away (once we have verified you) and you will not need to follow the absence up in writing. Please register or get the App now so you have it ready. The Study Bugs app is available for iPhone, Android and windows phone, or you can use the Study Bugs web site – see <https://studybugs.com/about/parents>. If you prefer to continue using our current systems for reporting absence (via written notes or email), then you are welcome to do so. Please follow the guidelines in the 'Parents and Carers' page of our website, please see the link in the first paragraph.

Subject Extension support

Whatever the cause of the absence, all subject areas offer subject extensions, operating outside the subject's timetabled lessons. These offer students additional, individual support from a member of staff, should they need further explanation to help them catch up with work missed.

Attendance Below 90%

As we have explained in previous Subject Review correspondence, if your young person's overall attendance between September and the end of March (the time when the exam entries are made) is below 90%, they may be charged a contribution of £50 towards the costs of their exams and/or assessments. For further information on this, please refer to the Attendance Policy, published on the website above.

Half-Termly Attendance Reviews

Each half-term, Personal Tutors conduct an attendance review with students, to highlight where there may be particular concerns or cause for praise. If, having checked your Advantage account online, you are concerned about any aspect of the attendance, you can encourage your young person to speak to their tutor to clarify reasons for their level of absence. If you believe that their attendance should be better and there are not clear reasons for it to be low, you can support them to improve. Please be reassured that any special circumstances affecting attendance will be taken into account before any decision is made as to whether to charge a student whose attendance is below 90% by the end of March.

Special Circumstances

If your young person has a high level of absence caused by special circumstances, please encourage them to arrange a meeting with their tutor as soon as possible to discuss this, if they have not done so already.

Yours faithfully,

Alison Cousens
Assistant Principal (Director of Student Services)

