

OUR EXPECTATIONS, STUDENT ATTENDANCE AND KEY DATES FOR 2011-12

BHASVIC's expectations of students.

The following statements outline what we expect of our students and have been drawn up with the help of the Student Union. These expectations are based on our aim to promote **consideration of self and others** which underpins our Education for Life policy. When students come to College and enrol, they will be asked to agree to these expectations and to our attendance policy which is also detailed below

BHASVIC is a learning environment. Your primary purpose here is to acquire knowledge, understanding and skills, both academic and personal, needed to gain the qualifications and education you want. Work with us and you will achieve your full potential.

To achieve this you are expected to: attend all your lessons, tutorials and other commitments; arrive on time, fully equipped and prepared to engage and take part; do the work you are set and submit it on time. Doing this will mean you produce work you are pleased with and proud of.

At BHASVIC staff and students treat each other with respect. You should be aware that your attitude and behaviour affects the learning and wellbeing of other members of the College community. You should follow instructions and requests made by members of College staff.

Out of lessons you should at all times respect those members of the BHASVIC community you come into contact with in your own social and private study time. Your interactions should be polite and you should respect the environment in which we all work. You are ambassadors for the College and will be responsible for the good reputation of the College both on and off-site.

EXTRACTS FROM OUR STUDENT ATTENDANCE POLICY

Our expectation is that students have 100% attendance and are punctual to all their scheduled commitments.

Punctuality

- If a student is late to a lesson or tutorial, their teacher will record the number of minutes that the student is late.
- If a student is more than 10 minutes late to any timetabled lesson or tutorial, this counts as an absence for EMA purposes.
- Students who are persistently late will be set clear targets for improvement. If this does not happen, they will be placed on an action plan. Ultimately, students who cannot improve their punctuality may be asked to leave the College.

Absence

- Students should not miss a scheduled commitment unless they have followed the correct procedure for absence, details of which will be given to all students and their parents after Enrolment.
- It is the student's responsibility to communicate effectively with the College in respect of all absences and to arrange to catch up with any work they have missed.
- Failure to do so without a valid reason may result in a student being asked to pay a contribution towards the costs of their examinations or other forms of assessment, and/or may result in their being asked to leave the College.
- The College will continue to be sympathetic in the case of unavoidable absence¹ and in these cases, is committed to offering support to address problems.

¹ Unavoidable absences for reasons such as a close family bereavement, religious festivals, College trips, university visits or a prolonged absence caused, for example, by long term ill-health.

BHASVIC has an expectation that students achieve 100% attendance. This is considered to be vital for student success.

We ask students and parents to note that taking holiday during term time is not permitted. To help with your planning, the term dates are given below:

Autumn Term 2011:

Term 1: Thursday 1 September 2011 to Friday 21 October 2011

Term 2: Monday 31 October 2011 to Friday 16 December 2011

Spring Term 2012:

Term 3: Tuesday 3 January 2012 to Friday 10 February 2012

Term 4: Monday 20 February 2012 to Friday 30 March 2012

Summer Term 2012:

Term 5: Monday 16 April 2012 to Friday 1 June 2012

Term 6: Monday 11 June 2012 to Friday 13 July 2012

Please ensure you do not book a holiday at any time during the dates above.

Study leave for **AS students** starts on **Tuesday 8 May 2012**. **A2 classes** start on **Monday 11 June** for students who are progressing to a second (A2) year. Full attendance until the end of term (Friday 13 July 2012) is required for students who want to complete their A levels in 2013. Parents of A1 students should refer to the separate sheet (attached) regarding the period from 11 June to 13 July.

The last day of teaching for A2 and GCSE students is **Friday 1 June 2012**.

Separate arrangements are made for students studying courses other than A and AS levels and GCSEs, which will be notified at a later date.

Attendance at College from Monday 11 June to Friday 13 July 2012 inclusive

Full attendance during this time is compulsory for all students who wish to be allowed to return to College in September 2011. All genuine absences must be authorised by the end of term.

During the five weeks between **Monday 11 June and Friday 13 July**, students start their A2 courses and begin their preparations for applying to university, other colleges or employment. In addition, **Enrichment Days** will take place providing an important opportunity to engage in a wide range of activities which are designed to broaden their experience, as part of the College's Education for Life philosophy.

College Policy during this period of time:

- Students are required to attend lessons in all the subjects they intend to study in their second year. Students are advised to attend all lessons of subjects in which there is a possibility of taking a second year; it will not be possible to take the A2 course unless they have full attendance in the second half of the summer term.
- Students are required to participate fully in the Progression Event.
- Students are required to return all their A1 books and any other College resources they have been loaned, and to hand in their A1 completion form.
- Students are required to attend all Tutor periods during this period, including one-to-one meetings where relevant.
- Students are required to participate fully in the planned Enrichment Days.
- Students are not normally required to attend College (unless they volunteer to help), when we will be holding our Moving on to BHASVIC event for new students (dates TBC).

How we monitor and follow up poor attendance

1. We expect students to have full attendance (ie 100%) throughout this period.
2. Unless there are special circumstances which have been discussed and agreed in advance with the relevant Senior Tutor, any student whose absence from any course exceeds 10% at the end of this period is unlikely to be allowed to take that course the following year. In some situations this may result in the student being unable to return to College in September as they might not have a viable course.
3. Students whose absence from Tutor periods exceeds 10% at the end of the period without prior agreement will not be guaranteed a place at the College in September.
4. Students who do not participate fully in Enrichment Days will not be guaranteed a place at the College for September.
5. Students whose absence from the Progression Event is unauthorised may not be given any further support from the College with progression activities such as applications to University or for employment.
6. Students who have not met the conditions above will receive a letter in July informing them of the likely consequences. Final decisions will be made at the discretion of the College in late August.
7. In all cases, students who are dissatisfied with any decision made by the College regarding poor attendance during this period may appeal in writing to James Moncrieff (Assistant Principal – Director of Student Services) within five working days of being informed of the decision.