

Attendance

At West Cheshire College the expectation is that all students maintain excellent attendance.

Excellent attendance is 100%.

The College attendance policy requires:

- ✓ Students to attend **all** lessons on your timetable and arrive before the start of the lesson properly equipped and prepared.
- ✓ Students to **seek approval** for any future/known absences at least three days in advance by completing the 'self-certification form' and provide appropriate supporting evidence.

'Self-certification forms' are available from Reception, the Study Centre, Attendance Assistants or via the student intranet.

Attendance Assistants will help you to complete these forms.

- ✓ Parents to **inform** the College by 9.00am on 01244 656378 at Ellesmere Port or 01244 656150 at Chester if your son/daughter is unable to attend College - for example if they are unwell.
On your first day back students must complete a self-certification form and present to an Attendance Assistant. This must also be supported by a signed letter from you as their parent/carer.

We expect:

- ✓ Doctors and other appointments to be arranged outside of College hours where possible.
 - ✓ Work commitments do not clash with your timetable. Any absence for work will be unauthorised by the College.
 - ✓ Students to catch up on any work missed during an absence.
 - ✓ Students to notify an Attendance Assistant **before** leaving the premises, if you need to leave **within** a college day.
- Attendance conditions
In order to attend trips and visits students overall attendance must be at least 90% with a minimum of 95% attendance for English and/or maths.
 - Unexplained absence
If your son/daughter fails to attend a session and we have not heard from you we will contact them and parent/carer for those students aged 18 or under at the start of the programme.