



# EMPOWERING CREATIVE THINKERS

## **Attendance and Punctuality Expectations Policy**

**DV8** has high standards and sets a benchmark of 95% attendance across the academic year for those students who really want to achieve the best outcomes on their course.

We accept there may be times when you cannot attend college, but stress the importance of good employability skills and so require the expectations detailed below to be followed.

We are here to provide help for any student with barriers or issues that may affect their attendance and it is vitally important that there is good communication between staff, students and parents/guardians. This is central to us being successful together.

### **ATTENDANCE**

Very simply, you are expected to try and attend all timetabled lessons. This applies to your whole study programme - main subject, tutorials, English/Maths lessons and self-study sessions where applicable. If you are not attending, this will have an impact on your success. We want you to achieve the best you can with us and for you to learn to be prepared for work in later life, so we will not tolerate poor attendance. We will work with you to ensure that your attendance is good.

#### **Attendance - Procedure & Consequences**

If you are not present in class at that time will receive a text message from Centre Team asking them to contact college & a) explain their absence, or b) inform us of their expected arrival time. If there is no response from you or you do not arrive when they have said the Centre Team will contact your parent/ guardian (where it is safe to do so), as a duty of care.

If your attendance falls below our expected standard behaviour consequences will come into play. Please see the Dv8 Behaviour Consequence Policy for more information.

### **PUNCTUALITY**

If you arrive after the start of a lesson you will be marked late.

Your teacher will talk to you about your lateness at an appropriate time during or at the end of the lesson.

If for some reason you are going to arrive very late for a lesson, please contact college to inform us.

## ISSUES WITH NON-ATTENDANCE/LATENESS

Our first course of action will be a referral to your Course Leader – this is a chance to inform the college of any problems you may be having, or for us to recognise any support you may need and agree a course of action. A continuation of lateness or non-attendance will result in disciplinary consequence pathways. Poor attendance will determine whether you stay at DV8 long-term. Your attendance statistics directly link to your yearly progression.

**Note: If a student is absent for 4 consecutive weeks with no contact or explanation they will be withdrawn from the course. If this happens the student has the right to follow Dv8's appeals procedure.**

## ILLNESS/UNAVOIDABLE ABSENCE

If you are going to be absent for reasons beyond your control you must telephone the college on the first day of your absence. Please use one of the following methods to contact us. Your absence will be followed up by your Course Leader.

**Brighton:** 01273 550432 // 07384 321153 **Bexhill:** 01424 213890 // 07759 254056

Whatsapp: Dv8 Absence Line (07384 321153) Email: [absence@dv8sussex.com](mailto:absence@dv8sussex.com)

### Types of Absence

We reserve the right to consider issues on a case by case basis, but below serves as our general guide to what could be seen as acceptable reasons to miss college. You should only miss college for serious, unavoidable reasons.

Usually Acceptable:

- You are too ill to leave the house\*
- You have a hospital appointment, or a medical emergency - you may need to provide proof
- You have a day of religious observance
- There has been a family bereavement
- University and Employer Open Days – you will need to provide proof
- Work experience – requests for term-time leave for essential work experience will be dealt with on a case-by-case basis. These requests should be submitted at least two weeks in advance

*\*Note that persistent absence through illness will be investigated to see how we can support you.*