

Boarders Absence, Lateness & Missing Student Policy

Primary person responsible for updates to this policy: James Kidd

Job title: Vice Principal (Pastoral)

Last review date: June 2021

Next review date: June 2022

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

Absence & Lateness

All GCSE, pre-sessional and Compulsory School Age Students (CSAS) are required to leave the accommodation for the entire college day (8.50am – 4.40pm). A-Level and IFP students (non-CSAS) are permitted to stay in the accommodation for their study periods occurring at the start and/or end of the college day. Once a boarder has left the accommodation to attend lessons they may not return until their lessons for the day are complete.

Special allowances may be made for older boarders, e.g. those over 18 years, who would like to study in their rooms. Permission must be granted in advance by a member of the boarding team.

Missing Students

Please refer to the Missing Student Policy for the procedure to be followed.

Appendix 1 – Procedure for boarders missing a lesson

If a boarder is missing from class and is not at the accommodation both boarding staff and College staff will try to contact the student and their guardian/parents. If a boarder is missing from morning registration or morning classes the attendance officer should report this to the boarding staff who will check the student's room and will assist in contacting the student.

Appendix 2 – Procedure for boarders missing curfew

If a student is not in residence at the allowed curfew time, the following procedure should be followed:

- Call student & explain that they are breaking the curfew and need to return to accommodation immediately.
- Check sign out book for information on where they might be
- If there is no answer, leave a message and continue to call at intervals.
- Check with other boarding staff if they have seen or been in contact with the student.
- Search common areas.
- Check with the student's friends.
- Check all student rooms informing each student that if you do not locate the missing student by an agreed time that you will call the police.
- If no response and/or student is not found within 1 hour call the Principal or a delegated staff member and the guardian and inform them that you are going to call the police.

Once the student has been found ensure that they understand that they have broken curfew and that you will inform their HM.

If a student wishes to stay away from the accommodation over night or past normal allowed curfew they must ask a parent/guardian to submit a request in writing a day in advance. If the student will be staying out of the accommodation a parent/guardian must supply the name and address and contact number of a suitable adult with whom the student will be staying. The boarding staff will make contact with the adult to ensure that proper arrangements are in place for the student's care while away from the accommodation.

If a student fails to meet curfew as they are with a parent or guardian a member of the boarding staff will contact that parent/guardian to explain the need for a written letter of consent.

Persistent lateness or failure to sign in will result in a referral to the student's HM in line with the Discipline Policy.