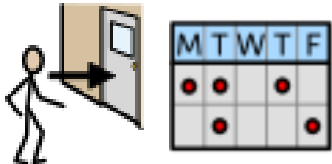
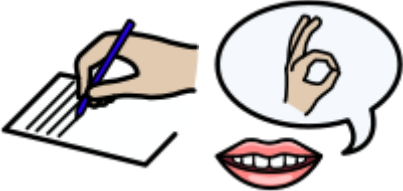
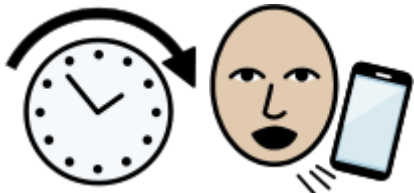


## ATTENDANCE POLICY

|                                                                                     |                                                                                          |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|    | <p>It is important for everyone to come to college on the days they are supposed to.</p> |
|    | <p>Coming to college means that you will learn new skills to help you in the future.</p> |
|  | <p>The more you attend college the more you will learn.</p>                              |
|  | <p>Sometimes you may be too ill to attend college.</p>                                   |
|  | <p>Sometimes you may need to stay at home to stay safe.</p>                              |

|                                                                                     |                                                                                                                 |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
|    | <p>There may be other reasons why you are unable to attend college.</p>                                         |
|    | <p>Your parents or carers should let college know if you are unable to attend.</p>                              |
|   | <p>Holidays should be taken outside of term-time.</p>                                                           |
|  | <p>If your family want to take you on holiday during term-time they should write to college for permission.</p> |
|  | <p>Sometimes the college is closed, and you don't have to come in.</p>                                          |
|  | <p>If you are going to be late to college your parent or carer should let us know.</p>                          |

|                                                                                    |                                                                                                                 |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
|   | <p>If you need to leave college early your parent or carer should let us know.</p>                              |
|   | <p>Sometimes external people will become involved to support you and your family if attendance is not good.</p> |
|  | <p>If you have good attendance you will be able to learn and prepare well for your future.</p>                  |