HOLIDAYS IN TERM TIME

It is important that all parents and carers are aware and understand the 2013 amendment to The Education (Pupil Registration England) Regulations 2006, which give greater clarity regarding the issue of colleges authorising absence requests.

These changes reinforce the Government's view that every minute of every college day is vital and that pupils should only be granted authorised absences by the college in 'exceptional circumstances'.

A family holiday is not normally considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised.

We want to take the opportunity to remind you that should you choose to take your child out of college without the authorisation of the college, then Parental Responsibility Measures could be instigated.

As a parent/carer you have a legal responsibility to ensure that your child attends college regularly and punctually.

S2 Form

The law states that the Head teacher can authorise absence in exceptional circumstances, and that this must be sought in advance of the proposed absence using the S2 Absence Request Form which can be acquired from the South Dartmoor Community College or Devon County Council websites.

WHY ATTENDANCE MATTERS

Regular attendance helps students to make good progress and enjoy learning. We take a whole college approach to maintaining excellent attendance; it is a joint responsibility of parents/carers, students and staff.

Being at college is a very important part of any young person's life. It enables them to learn and make friends, to gain important qualifications and to develop a variety of skills which will prepare them for adult life.

College and parents/carers are partners in making this a success. As parents/carers, it is your responsibility to make sure that your child makes the most of this opportunity by ensuring a high level of attendance is maintained.

At South Dartmoor, we take college attendance very seriously and are committed to attempting to engage every child with the college environment and education.

We consider ourselves a supportive and inclusive college, and will try and make considerations for students who need extra support. We are, however, bound by law to ensure that each student attends college.

As always, if your child is experiencing any difficulties at college, however big or small, please do not hesitate to contact us on attendance@southdartmoor.devon.sch.uk

Your child can always talk to:

their Tutor
their Head of Year
College Counsellor
Assistant Head of Year
Attendance Team

SOUTH DARTMOOR
Community College

South Dartmoor Community College

Attendance MATTERS

2025-2026

INFORMATION & ADVICE ON ATTENDANCE

This leaflet provides information and advice on attendance for parents/carers. Our full Attendance Policy can be found on the college website:

www.southdartmoor.devon.sch.uk

REPORTING ABSENCE

Attendance is checked on a daily basis. If a student is absent without a given reason, the college Attendance Team call the parent/carer using Truancy Call.

Parents/carers can inform the college of absence as follows:

- Call the college on **01364 652230**, select the option to report an absence and leave a message.
- Call the college on **01364 655313** and speak to a member of the Attendance Team directly.
- Email the college at: *attendance@southdartmoor.devon.sch.uk*

Parents/carers should notify the college of the reason for an absence by 8:40am.

PUNCTUALITY - arriving at college

Students to be in their tutor room by:	**8:40am**
Register taken by:	**8:50am**
Late 'L' mark if student arrives after:	**8:50am**
Registration closes at:	**9:05am**
Late 'U' mark if students arrive after:	**9:10am**

Your role as a parent/carer

You play a very important role in ensuring the good attendance of your children. All parents/carers want the best for their children and a good education helps ensure that children have the best start in life. College equips them for succeeding both academically and socially, so that they can achieve in their exams and learn how to make and manage relationships.

ABSENCES

The table below shows how much impact absence from college can have on students' education, which is why we encourage all students to attend college regularly.

Attendance during one school year	Equivalent number of missed:		
	Days	Weeks	Lessons
95%	9	2	54
90%	19	4	114
85%	29	6	174
80%	38	8	228
75%	48	10	288
70%	57	11.5	342
65%	67	13.5	402

APPOINTMENTS

We encourage parents to make appointments outside of college hours, however we understand and appreciate that this isn't always possible.

The college must be informed of any appointment booked within college hours as soon as it is booked. Parents must provide evidence of appointments that are booked within college hours, failure to do so may lead to unauthorised absences.

If a student does not return to college following an appointment, parents must let the college know.

MANAGING ATTENDANCE CONCERNS

A student is identified as a persistent absentee if they have an overall attendance of 90% or below.

Stage of concern	Intervention
Stage 0 More than 97% attendance (less than 10 sessions of absence, none unauthorised)	School continues to monitor and recognise good attendance.
Stage 1 96% attendance (10 sessions of absence, 4 unauthorised)	**CONVERSATION** to explore reasons, remind parent their child is only just at expected levels of attendance and try to identify barriers around attendance OR explain concerns around unauthorised absence.
From this point onwards absences will be unauthorised without further documentation to demonstrate the absence was completely unavoidable.	
Stage 2 95% attendance (15 sessions of absence, 8 unauthorised)	**YELLOW LETTER** stating that since the conversation, the child has now fallen below expected level of attendance OR unauthorised absences are too high.
Stage 3 92% attendance (30 sessions of absence, 10 unauthorised)	**AMBER LETTER** inviting parent to a **Supportive Attendance Meeting (SAM)**. Attendance Action Plan agreed and confirmed in writing, including a review period. This is followed by a review meeting (at which WeST EWO referral will be explained if there has been no further improvement).
Stage 4 90% attendance (40 sessions of absence or further unauthorised absences after SAM, more than 10 unauthorised)	**RED LETTER - referral to WeST EWO.** EWO will contact parent and arrange either a **review meeting** (authorised absences) or a **formal meeting** (unauthorised absences).