

Dear Parent/Carers/Students

### **Student Holiday during Term Time**

Student holiday during term time is not permitted at St Brendan's Sixth Form College. Since the Raising Participation Age came in to force, similar attendance rules now apply to our 16-18 year old students as at school, and they have a duty to attend all lessons. Therefore College policy for all students is in line with schools, and no holiday can be authorised in term time. This is made clear to students at induction, during Tutorial sessions and on the College Website.

At St Brendan's Sixth Form College we recognise the link between good attendance and high achievement. Full attendance and punctuality at every timetabled lesson is expected from our students. Please refer to our college website for our term dates and would request you book holidays outside these dates.

If you have a holiday planned during term time then college needs to be informed in advance before the holiday is due to take place, ideally at least a month before it is due to take place. Parent/Carers need to complete an Application for Leave of Absence Form available on the Website under Reporting Student Absences.

Any student falling below acceptable attendance without good reason may be subject to interventions within the Intervention Process and, if relevant, progression to the next academic year may not be offered. If the student is currently receiving help from the Bursary Fund the absence may affect their award, therefore it is important that students regularly check their student email account to see if any action has been taken. If the holiday absence has an impact on the student's engagement then this will also be considered when progression is discussed.

Any student taking holiday during term time will be required to meet with the Principal or the Attendance Officer to discuss the impact the holiday will have on the student and that it is the student's responsibility to ensure all subject teachers are informed of their absence; catch up with outstanding/missed work; ensure all coursework is up-to-date and check with subject teachers that the absence does not conflict with examinations. Furthermore College does hold the right to charge a fee for exams if attendance is unacceptable and holiday will be considered unacceptable.

Yours sincerely,



Claire Woodhouse  
Attendance Officer