

# Absence and Attendance

[ A guide for parents and carers ]

To report an absence your young person will use the SDConnect app



Alternatively, you can call 08000 380 123.

**Good attendance is a key part of every student's ability to succeed and reach their full potential while studying at South Devon College.**

All courses have been designed so that students acquire knowledge, information and experience in classroom or workshop environments, so attending their study programme is vital. Please note this may also incorporate English and maths.

There is lots of evidence to show the impact that positive attendance has on the achievement of grades, and the future opportunities this opens up for your young person. We would therefore ask you to encourage your young person to strive for 100% attendance during their course.

Students who fall below the College's attendance target will be hugely disadvantaged, and as a responsible education provider, we will use the Positive Intervention Process to address these behaviours where appropriate.

The College acknowledges that there may be times when a student cannot attend due to ill health, significant appointments, etc.

## Examples of authorised and unauthorised reasons for absence

Illness	Authorised absence
Medical appointments	Authorised absence <small>All appointments should be booked on non-College days whenever possible, and appointment cards/letters should be provided</small>
Holiday	Unauthorised absence
Working	Unauthorised absence
Driving lesson	Unauthorised absence
Looking after siblings	Unauthorised absence

Absence must be reported through our SDConnect app. Where possible, this will be prior to the student's first lesson of the day. A text message will be sent out daily to parents or carers of any student who is absent without a known reason.

Scan the QR codes below to download the SDConnect App:



Alternatively, your young person can report any absence from the student portal, as well as, update their contact details and review their applications, enrolments and communications. The student portal can be accessed here:

[StudentPortal.southdevon.ac.uk](https://StudentPortal.southdevon.ac.uk)

It is the responsibility of the parent or carer to keep the College informed of any changes to their contact details, including change of address and up to date mobile telephone numbers.

Check our website for up to date information regarding absence relating to COVID-19.

## Parent Information Page

This page is designed to give you, as parents or carers, information about your young person's time at South Devon College. This page is updated regularly:

[www.southdevon.ac.uk/parents](http://www.southdevon.ac.uk/parents)

## Key Contacts

Main College switchboard/admissions/careers advice and personal guidance: **08000 380 123**

General enquiries: [enquiries@southdevon.ac.uk](mailto:enquiries@southdevon.ac.uk)

For term dates please visit [southdevon.ac.uk](http://southdevon.ac.uk)

## The Role of the Personal Tutor

Each full-time student at South Devon College will have a Personal Tutor. This is a student's first point of contact for any issues relating to or impacting on their learning. Tutors are also there to share in the student's celebration of achievement.

### The role of the Personal Tutor has three areas of focus:

- The progress, retention and attendance of students- supporting students' achievement
- Supporting students to access and record progression on their personal development programme
- Safeguarding - supporting behaviour and welfare of students

If you have any questions or would just like to introduce yourself, please feel free to contact your young person's Personal Tutor.

## Your Student Number :

## Your Enrolment Checklist

### Have you:

- Uploaded your results
- Discussed learning support and/or exam access arrangements?
- Spoken to the maths and English team (If you have not achieved a grade 4 or above in maths and/or English)
- Signed up for Enrichment/Volunteering and spoken to Young Adult Carers
- Spoken to a member of the Guidance Team (If you need advice and guidance about your course choice)
- Met your tutor to confirm course choice – first day of attendance confirmed/time/entrance/room
- Finalised your Enrolment with the Helpzone team
- Downloaded the SDConnect App?
- Completed the Getting to Know You survey?

<input type="checkbox"/>



Complete the Getting to Know You survey online now!

# Parent and Carer Guide

 South Devon College

SDConnect is the app that puts the college experience in student's pockets. Stay in touch with tutors and teachers with chat and course groups, know who, what, where and when with your timetable and updates on-the-go, and never miss-out on the range of benefits, events and news that the college offers. SDConnect is a students go-to app for college life, it's the hub where everyone is updated and connected, ensuring learners have the tools to be a true part of the South Devon College community.

**[southdevon.ac.uk](https://southdevon.ac.uk)**

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