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, skills and behaviours 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 time with us.

Students who fall below the College's attendance target will be hugely disadvantaged, and as a responsible education provider, we will use our supportive intervention processes 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 reasons for absence	
Illness	Unauthorised absence
Medical appointments	Unauthorised absence
	All appointments should be booked on non-College days whenever possible, and appointment cards/letters should be provided
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:

GET IT ON Google Play

DOWNLOAD ON THE App Store

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.

Progress Portal

We are excited to introduce you to our new Progress Portal, which provides secure access to your young person's attendance and progress information. After enrolment, as long as your young person consents, you will be sent an email with details on how to access your Progress Portal account.

Once you have access you will be able to see your young person's timetable, attendance and reviews, get notifications if there are any concerns, and be able to contact their personal tutor directly through the portal.

Parent or Carer 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

Key Contacts

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

General enquiries: **enquiries@southdevon.ac.uk**

For term dates please visit **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 progress 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. You can do this through Progress Portal.

Your Student Number:

Course Code:

Your Enrolment Checklist

Have you:

- Shown us your results
- Discussed learning support and/or exam access arrangements (if you've not already done so).
- Spoken to the maths and English team (If you have not achieved a grade 4 or above in maths and/or English)
- Notified your tutor if you are a young carer or a care experienced learner?
- Spoken to a member of the Guidance Team (if you need advice and guidance about your course choice)?
- Finalised your enrolment with the Helpzone team (including transport and bursary requirements)?
- Provided permission for your parent/carer to access the Progress Portal (under 18s only).
- Downloaded the SDConnect App?

**READY
RESPECT
SAFE**

By enroling at South Devon College your young person is agreeing to be **ready** to learn, **respect** themselves, others and the College environment and behave in a **safe** and responsible manner

Parent and Carer Guide

South Devon College

SDConnect is the app that puts the College experience in students' 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 student's go-to app for College life, it's the hub where everyone is updated and connected, ensuring students have the tools to be a true part of the South Devon College community.

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Scan here to view our full attendance policy