

Studio School Attendance Contract



The
Creative & Media
Studio School

The CMSS aims to ensure all students are ready for success in life Post 18/19. Attendance plays a key role in this. As a student of the CMSS you must read, understand, sign and follow the below terms and conditions. The CMSS will assess personal circumstances for all absences individually and will ensure that all personal circumstances are considered.

As a student of the CMSS, I agree to abide by the following:

- I will work to secure **an attendance of 95 - 100%**.
- I will **attend morning registration at 08.45am each day** and arrive promptly to all lessons.
- I will **attend student briefings** each week to collect important updates.
- I will aim to book medical/dental appointments, careers/placement/business-engagement meetings and all other planned enrichment/extra-curriculum activity, **outside of the timetabled day or during my non-contact periods**.
- Where my absence is planned for personal reasons (religious holiday, caring responsibilities, university/employment interviews, placements, funeral, on-going health appointments) **I will provide written evidence** of this, and **inform all my teachers** whose lessons I am missing and the Head of Sixth Form at least **two days prior to the absence**.
- Where my absence is genuine due to sickness/ unforeseen problems, I will ensure I, or my parent/guardian/carer, **contacts the CMSS office on 01484 221892 before 9:00am** and leave a message with Leslie Rhodes about this.
- I will accept that if my overall attendance **falls below 90%, my parent/guardian will make contact with the College** if I am unwell or need to miss College for other reasons.
- I will accept that non-contact time is supervised throughout the week if my attendance **falls below 90%** and will not leave College without permission first.
- I will inform my teacher, or relevant member of staff, if I have to leave college for any reason during the day. **I will sign out when leaving College at all times**.
- I will ensure **part time employment commitments do not interfere with my Programme of Study** at the CMSS and all commitments this involves. I will speak with my registration tutor about this should it be a problem.
- I understand that continued and persistent non-attendance, can lead to losing my place at the C&MSS (Attendance that is consistently, half term by half term, below 85%) and my entitlement to the bursary fund.

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|---------------------------------------|--|---------------------------|--|
| Student Name (please print) | | Students Signature | |
| Parents Name (please print) | | Parents Signature | |

You can find this, and other student related policies, at
<http://www.studio-school.org.uk/current-parents-students>

Please return this form to Laura Lee, Head of Studio School, or Angela Shufflebottom
(Pastoral Manager) on the day you enrol.