



## **Campbell Harris Student Recruitment Policy**

At Campbell Harris all applicants are considered individually. Campbell Harris considers the specific needs of each individual. This means being able to offer a timetable which is flexible and which caters for the needs and aspirations of the applicant. Campbell Harris recognizes that some applicants will have had a negative experience of main-stream schooling and that individual encouragement and support is needed so that students can fulfill their academic potential.

Campbell Harris recruits students to GCSE, IGCSE and AS and A2 and AL courses. It also provides extra language support classes, where appropriate, for students following these programmes of study. We do not accept students under the age of 14 as we do not offer courses below GCSE level. There is no upper age limit.

Campbell Harris students come to the College because they have heard about us from family or friends, have been recommended to us by their secondary school or have gone on to our website and found what we offer appealing.

## **Campbell Harris Recruitment Procedures**

### ***Students Applying from Within the UK***

Where a potential student enquires by phone, a prospectus is sent. Campbell Harris seeks references from the applicant's previous school. An appointment for an interview with parents/guardian is made when course requirements are discussed with the student and parents or guardian. All students complete the Registration Form which is available on the College website after interview and the formal offer of a place.

## **Attendance**

### ***Recording and monitoring attendance***

All students are made aware of the importance of excellent attendance. The guardian (in the case of all under 18 year olds) is required to produce confirmation of a valid reason for absence.

Students are made aware that the College will inform guardians of absence and lateness from any lesson on the day that it occurs. As part of pastoral care at the college students are informed that attendance records are requested by universities, colleges of higher education and potential employers.

Attendance is recorded on a class-by-class basis as well as a central record of '*lates*' and '*absences*'. Teachers are required to call the office if a student is absent from class (10 minutes 'grace' is normally given). These are recorded on a '*lates and absence form*' which is prepared on a daily basis by either of the College Administrators and kept in the Office. These forms are updated throughout the day (e.g. recording the late arrival of a student). In addition, teachers are required to keep class registers which are logged online. Each register is then reviewed to check the registers are adequately maintained and to look for 'patterns of absence and/or lateness'. Where concerns are raised, the Principal is informed. The Principal will tackle students individually about any attendance issues. Where a student's attendance falls below 90% over a half termly basis parents or guardians are informed and a discussion ensues on how to best deal with the issue. A summary of attendance by class is included on subject reports which are issued each half term and forwarded to parents and guardians.

Reviewed May 2025