



Sixth Form Attendance protocol

The routines set out below should be followed by all students to ensure all absences are accounted for. Please remember that attendance should be 95% or above and absences avoided during term time and during the school day.

The reason for being part of the Sixth Form is to achieve excellence in learning. Research shows that attendance is crucial if students are to be successful post 16 and because of this the Head of Sixth Form closely monitors attendance. Any concerns or issues that arise will result in an initial meeting with the student and with parents if there is no improvement.

We appreciate that at times absences are unavoidable but certain protocols must be followed depending upon the type of absence.

Illness

- Students or their parents should aim to contact the office by 0815 on the first day of absence
- If the illness is for an extended period a call should be made each morning unless the length of absence is known and stated at an earlier point.
- If students feel ill during the day they must see Head of Sixth Form or Mrs West before signing out at reception.

Medical appointments

- If medical appointments cannot be made outside the school day students should where possible make every effort to avoid an appointment during a taught lesson and opt to use a study period
- If the appointment is known in advance it is the students' responsibility to let their tutor know.
- If an appointment card is provided in advance a copy should be brought into school and shown to the form tutor.
- If the appointment is made over the phone parents can call to inform the office of the absence or the student can bring in appointment card (which can be requested at the medical centre)

Known extended absence

- You must collect and complete a leave of absence form to be submitted to the main office. This will then be reviewed and a decision made if the absence can be authorised.
- An absence linked to injury or medical reasons a parent must contact school to inform us of the expected length of absence and whether work can be completed in this time.

Missed work

- If the absence is known or the student is able to work they must contact their subject teachers and the Head of Sixth to request work

Appendix 1

- If the absence was unexpected or due to illness the student must on their return contact or see the relevant teachers to collect work and catch up as soon as possible.

Punctuality

- AM registers are taken at 0800 and students are expected to be in class at this time. Persistent lateness will result in monitoring and parents being contacted.

Persistent Absenteeism

If more than 15% of schooling is missed whatever the reason the impact is detrimental to the student's education. The situation will be monitored closely and we will expect your full support and cooperation to rectify this situation. If the level of absence continues or declines further despite interventions and meetings with parents, we will consider the options available in order for the student to be successful. This could include extending the period taken to complete the course, reducing the number of courses or asking for the courses to be restarted the following academic year.

The option to pursue such absence through the chain of command will also be considered at this time.

Appendix 1

