

Sixth Form Attendance Policy

Attendance

If your daughter/son is unable to attend school due to illness, a parent/carer must report the absence on the School Gateway app (Attendance>Notify) before 8.25am on every day of an illness, quoting clearly their name, year and form, the reason for absence and when they are anticipated to return.

Please provide details of medical appointments that cannot be arranged outside of school hours, in advance to the Sixth Form office. Where an absence exceeds 5 working days due to illness, (excluding the weekend) you will be expected to provide to the school medical evidence (appointment cards, prescriptions, letters or a medical certificate) from a Doctor.

If your daughter/son is taken ill during the school day, they must speak to their Head of Year or a member of the sixth form team, who will judge whether they need to go home. If your daughter/son misses lessons through absence, whatever the reason, they must be prepared to make up all the work set on each day, both in class and set for homework. They may be required to attend additional supervised study sessions.

Your daughter/son may leave school at lunchtime if they have no timetabled lessons in the afternoon. They are NOT permitted to leave school before this time. They are NOT permitted to undertake any employment during school hours of 8.30 to 3.00 even if they have no afternoon lessons. Failure to follow these rules will result in the withdrawal of privileges and/or the application of sanctions. ALL students MUST sign out at the Sixth Form Office, Inglewood House if leaving before lunch break for an appointment; this is an important Health & Safety requirement. To leave the school site before lunch break, sixth formers will need an official letter or appointment card checked and signed by their Head of the Year. If this is agreed, the students can sign out in the Sixth Form Office, students will only be permitted to leave if this procedure has been followed.

Your daughter/son's attendance to school should be at or above our whole school target. Sixth form tutors and the sixth form team monitor attendance regularly, and any student whose attendance falls below the school target will receive a warning letter and an expected attendance target. Parents/carers may be called to a meeting to discuss any concerns. Persistent absence may jeopardise their place in the sixth form and entry for examinations.

Punctuality

School starts for ALL Sixth Form students at 8:25am each day, attendance to lessons, Supervised Study, Tutor time and assemblies is compulsory. Students must be on the school site at 8.25am prompt. Your daughter/son will be marked late if they are not in school before 8:30am.

A parent/carer must use the School Gateway app (Attendance>Notify) before 8.25am quoting clearly their daughter/son's name, year and form, and advise that they are expected to be in school later in the morning – e.g. attending an urgent dentist or doctor's appointment. Lateness to school and lessons is inconsiderate to other students as well as the teacher as it causes unnecessary stress and disrupts learning. In accordance with the school's behaviour policy, if students are late to school they will be required to attend a 30 minute detention once they have been late 3 times or more during a half term. Persistent lateness may jeopardise a student's place in the sixth form and entry for examinations.

Please note:

- Requests for holidays during term time will not be authorised
- Medical and dental appointments should be made outside school hours where possible
- Driving lessons should be outside school hours