

Attendance

Absence

If you know in advance that you will be absent from School, you must notify school ASAP

If you are absent without knowing in advance please telephone/email the school by 9am so that the message can be relayed to your tutor in time for registration.

The 6th Form is a full-time establishment and you are required to attend every week day for registration, all timetabled lessons including studies and to attend exams.

Absence must always be explained. Failure to attend without good reason will indicate a lack of commitment to study. If attendance is a concern students will be placed on a monitoring report with a staged approach. Parents will be contacted and continued absenteeism can result in students being asked to leave programmes of study.

Students are expected to have an attendance of 95% or higher.

Accepted Absences – foreseen in Advance

If students know that they need to have time off when they have timetable lessons, a form must be completed. These forms are available from the Director of Learning KS5 or the sixth form tutor. Forms must be approved by the DOL and handed into reception.

Below are some examples of other requests of leave that will be approved.

- Medical appointment which cannot be arranged outside school hours
- Occasional care for a person if student has definite caring responsibilities
- A religious holiday
- Visit to University to attend an open day/interview; a career related interview or audition
- Appointment with Careers Advisor (should avoid disruption to studies if possible)
- Unwaged work experience placement relative to course/post 18 destination
- Occasional extra-curricular activity giving significant personal achievement, including field trips and visits related to areas of study; sports fixtures and expeditions
- Attendance at a funeral
- Severe disruption to transport
- A driving/theory test
- College representatives' meeting

Acceptable Unforeseen Absences – If School Notified on the Day

For these absences, please email/call the school ASAP.

- An emergency family situation
- Transport problems with no alternative solution
- Isolated short periods of genuine sickness [Up to 5 days with details furnished by student or parents, between 3 and 7 days with parental or medical practitioner support].

Absences not Generally Acceptable

These absences will not be approved and will be recorded as unauthorised.

- Holidays
- Part or full time work which is not part of the student's programme of study (including staff training sessions)
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings