

Attendance Policy 2020-21

Within sixth form we expect all students to be in the academy, learning 100% of the time. We take attendance very seriously and expect all students to be on time to lessons and study periods. Our attendance officer monitors attendance in lessons and study through Go4Schools which parents and students can access and monitor.

Attendance will be monitored and reviewed every 6 weeks by the pastoral leader and attendance officer. The attendance stages which will be followed by staff are outlined below:

- If a student's attendance **falls below the expected 97%** the student will have a meeting with their pastoral leader. This will be monitored for the next 6 weeks where we will hope to see an improvement. A letter will be sent home to parents with attendance breakdown.
- **Lower than 95% in a six week period** – parents and student will attend a meeting with the pastoral leader.
- **Lower than 93% for 2 six week periods** - a final warning letter will be issued with a meeting with the Head of Sixth Form.
- **Lower than 92%** and has not improved despite previous warnings – parent meeting with the Head of Sixth Form and Vice Principal, plus a payment request for exam entry*.

* *Students will not be entered for examinations if their attendance falls below 92%. Payment will be requested by the school; once payment has been made, students will be entered to take their summer examinations.*

Appointments during lesson time

Students are given home studies which allows them to take appointments or driving lessons during this time. We understand that in some cases appointments will need to be made within school hours, yet we do not authorise appointments during lesson or study periods.

Truancy

Students who fail to inform the sixth form that they will not be attending due to illness will be marked as a 'truancy' and is unauthorised. This will include a removal of home studies for 7 days.

Absence requests

Students may request time off for work experience or compassionate leave but will need to complete an absence request form which will be reviewed by the Head of Sixth Form. In most cases these are granted and will not affect attendance. However, holidays during term time are not permitted and will not be authorised. If taken, this will be marked as an unauthorised absence.

Any applicant who fails to attend sixth form in the first week due to a booked holiday will have their places withdrawn.