

# ATTENDANCE POLICY FOR STUDENTS

All students must attend all lessons this includes Tuesday morning Assembly or Form, A-levels, EPQ and any other timetabled lessons and other appointments unless they have a very good reason. Reasons must be given in advance if at all possible, otherwise on the day of absence.

## **Students must assume a lesson will take place even with a cover teacher.**

The Sixth Form records attendance at every lesson. If a student is absent, the record will show this as unauthorised unless:

- the student has already given a reason for absence to their Academic Tutor. Appendix A shows the reasons that will be accepted **only if given in advance** and supported by appropriate evidence.
- the student is on another Sixth Form – organised activity. In this case the teacher in charge will inform the attendance officer in advance.
- the student gives a good reason **on the day of absence in cases where the absence could not have been foreseen**. Appendix B shows such reasons. The evidence should be produced on the first day back in Sixth Form.

Appendix C shows a list of some reasons for absence which **will not** be accepted by the Sixth Form as good reasons.

**Students should have no unauthorised absence** as this will adversely affect their education and career prospects and will result in disciplinary action. Authorised absence should be kept to a minimum.

**If a student knows in advance they will miss a lesson or lessons, they must inform their Academic Tutor in advance and in person.** The information required is the reason and evidence. It is also polite to tell the teachers concerned. **If an absence cannot be foreseen, the Sixth Form Office must be informed on the day of the absence and any subsequent days.** This should be done by school post, telephone or email. The information required is student name, Academic Tutor Group, how long the absence is expected to be for, reason and evidence. Occasionally students may wish to change courses. In these circumstances there is a formal procedure to follow. **Until this change of course process is completed and the student has been informed of this by their tutor, the student must attend all lessons.**

Appendices A to C (see policy)

**A – accepted ONLY if the Sixth Form Office has been notified in advance**

Reason	Note	Outcome
Medical appointment which cannot be arranged out of Sixth Form hours	Appointment card required – routine appointments should be made outside of Sixth Form hours	Notification <b>in advance</b> means that such absence will be <b>authorised</b> .
Need to act as carer	This reason will only be accepted on rare occasions.	
Non-school educational activity	Approval slip signed by Head of Sixth Form	
Religious holiday	Max. 3 days in academic year, letter from parent required	
Career	Email/letter of invitation required	
University Open Days	Students must try to attend open days on a Saturday. Visits during a school day must be agreed by Head of Sixth Form	
Attendance at funeral of close friend or relative		
Attendance at court or probation meeting	Appointment letter required	
Driving test	Appointment letter required	
Transport service strike	Letter from parent required	
Representing county or country at sport or participating in championships	Letter of invitation required	
Unpaid work experience relevant to course or career aim	Up to 1 week	

**B – accepted ONLY if the Sixth Form Office has been notified each day you are going to be absent**

Reason	Note	Outcome
Emergency need to act as a carer	This will be an extremely rare event	Notification <b>on the first day of absence</b> means absence will be authorised. <b>Nb. Any absences through sickness will be closely monitored, the student may be asked to see their Academic Tutor</b>
Emergency transport problem	This will be an extremely rare event	
Sickness	Will not be authorised if a full week of absence	
Bereavement of close friend or relative		

**C – The following reasons are **not** accepted by the Sixth Form as valid reasons for absence:**

- Non-Sixth Form work
- Holidays and social events
- Leisure activities
- Baby sitting younger siblings
- Birthdays or similar celebrations
- Driving lessons
- Suspension from the Sixth Form for disciplinary reasons
- Interviews for casual/part time work
- Missing lessons in a course to be dropped before the change of course process is completed
- Opticians appointments (as these can be arranged on weekends)

## **TIPS FOR TOP ATTENDANCE AND STUDY**

- If you are going to miss Sixth Form for any reason, ask a parent to report this by Parent Post or ring in on each day of absence
- Sign in/out if you are late, ill or have an appointment
- Explain every absence
- Do not go on holiday in term time
- Know your timetable
- Even if you are late, you still go to the lesson
- If you do miss a lesson, due to illness for example, find your teachers and ask for the work you have missed
- Wherever possible, book appointments for times when you are not in a lesson
- If you have heard a teacher is not in school, or friends tell you a lesson has been cancelled, you should still go to the lesson – this information is not always correct
- If possible, try to arrive 5 minutes early for lessons
- Ensure that you make the best use of all your study periods

## **STUDENT BURSARY FUND AND ATTENDANCE**

If your attendance falls below 100% there will be reductions on the Bursary Fund you are in receipt of.

## **USEFUL CONTACT NAMES & NUMBERS**

**Mrs J Atkins** – Sixth Form Administrator

Tel: 01706 847451 Ext. 269

Email: [j.atkins@cromptonhouse.org](mailto:j.atkins@cromptonhouse.org)