

Deanery C.E. Sixth Form College



**SIXTH FORM  
ATTENDANCE  
POLICY**

**January 2016**

## **AIMS**

- To aim for at least 95% attendance for all students
- To raise awareness of the clear link between attendance and achievement.
- To ensure that there are effective systems in place for monitoring attendance.
- To recognise good attendance and identify poor attendance.
- To support students with genuine attendance difficulties.

## **RAISING AWARENESS**

The importance of maintaining good attendance will be outlined and reinforced at appropriate times such as assemblies, induction, parents' evenings and lessons. Attendance figures will be issued at regular intervals and parents contacted when deemed necessary.

## **MONITORING ATTENDANCE**

Attendance is registered electronically in lesson time. Daily attendance alerts are sent to parents by text if students are not in by the end of Period 1. Attendance data is analysed every half term. Letters are sent home to parents to alert them when the figure is below the accepted level of 95%. In certain cases parents will be invited in to school to meet with the Head of Sixth Form to discuss relevant issues.

## **PUNCTUALITY**

Students are expected to be in college for their first timetabled lesson of the day with the exception of Mondays and Fridays when attendance to Tutorials and Assembly is compulsory, and on the agreed day for 1-1 appointments with Progress Tutors. Students are expected to swipe in and out using the swipe card system when they come in or go out of college during the day.

## **ABSENCES**

The following absences will not be authorised:

- Caring for siblings or other family members
- Non-urgent medical appointments
- Driving lessons
- Part time employment

## **HOLIDAYS**

**It is vital that holidays are not booked in term time. (NB – L6 STUDENTS ALSO NEED TO BE AWARE THAT A2 COURSES START IMMEDIATELY AFTER THE AS EXAMINATIONS HAVE BEEN COMPLETED – BEFORE THE END OF THE SUMMER TERM.)**

Taking time off at this stage is recognised as having an adverse effect on a student's chance of reaching his/her full potential and therefore puts them at a disadvantage. If there is a request for a holiday it has to be submitted in writing. All absences must be covered by a telephone call, text message or e-mail to Ms Hampson ON THE FIRST DAY OF ABSENCE. It is the responsibility of the student to contact his/her subject teachers upon return to college in order to catch up on any missed work.

**PLEASE NOTE THAT STUDENTS WHOSE UNAUTHORISED ABSENCE IS GREATER THAN 10% MAY BE WITHDRAWN FROM EXAMINATION ENTRIES.**

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This policy was reviewed and approved by the Sixth Form Committee on 20<sup>th</sup> January 2016

Next review date: June 2018