

Attendance and Conduct Policy for 16-19 Bursary Fund

1. Our Expectations

100% attendance is expected from all students. Students must attend all timetabled registrations, assemblies, tutorials and lessons. However, we do recognise that this is not always possible and students may have genuine, authorised reasons for absence.

2. Authorised Absence

Students who know in advance that they are going to be absent from school for any reason **MUST** complete and return a Leave of Absence form (available from the Sixth Form Office) **BEFORE** the absence.

Genuine, authorised reasons for absence include:

- Medical appointments that cannot be arranged outside school hours
- One off caring responsibility for a close family member
- Religious holiday
- University open day or interview or career related interview
- Appointment with a Inspira Advisor that cannot be arranged outside school hours
- Unpaid work experience placement
- Significant extracurricular activity – for example, drama, music, sport, volunteering
- Attendance at a probation meeting
- Attendance at a funeral of a close family member
- A meeting where a student is representing the school – for example a governors' meeting
- National Union of Students' official business
- Territorial Army/Cadet Forces/Reserve Force events
- Study visits abroad that are an integral part of the learning programme and that do not exceed four weeks

3. Unauthorised Absence

Any unauthorised absence will result in Bursary payments being withheld. Any absence will be considered to be unauthorised unless there is a valid reason otherwise (see 'Authorised Absence' notes). Students will be informed of withheld decisions by letter in register trays. These letters contain guidance on the procedure to follow if you wish to appeal about the decision made.

Generally, Bursary payments will be withheld in the following circumstances:

- Unauthorised absence (including lateness) from two or more registration sessions in a week
- Unauthorised absence from lessons
- Unauthorised absence from tutorial and/or assembly
- Absence due to holiday
- Absence at a Personal Tutor Interview
- Persistent lateness to lessons

4. Sickness

In general, isolated periods of genuine sickness need not prevent Bursary payments being made, as long as students follow the guidelines detailed in the Requirements for Success document when notifying school of absence due to sickness.

When a student has had six or more separate **occasions** (not days) of sickness absence, Bursary payments will not be paid for each week after this, where a student is absent due to sickness.

Where a student has long periods of absence due to sickness, decisions regarding payments will be made on an individual basis.

5. Behaviour and Effort

Students are expected to follow the guidelines detailed in the Requirements for Success document in relation to behaviour, effort and approach to learning. Failure to follow these guidelines may result in Bursary payments being withheld.

6. Lateness

If you arrive after 8.35am to registration, you will be marked as 'late to registration.' If you arrive after registration but before 10.00am and sign the late sheet (outside the Sixth Form Office), you will be marked as 'late.' If you arrive after 10.00am you must still sign the late sheet but will be marked as 'unauthorised absence.'

7. Attendance Monitoring

Attendance data will be collected through daily registration procedures and will be monitored by Student Managers and other members of the pastoral team in Sixth Form.

8. Miscellaneous

- Please note that where lessons take place away from school, arrangements will be made by us to confirm attendance.
- Students may undertake part time work but we strongly recommend no more than 8-10 hours per week, to enable enough time for successful academic study to take place.