

SIXTH FORM ABSENCE PROCEDURES

100% attendance is expected from all students. Students must attend all scheduled lessons, registrations, tutorials, assemblies, mentoring interviews and Supervised Study sessions. We do recognise, however, that this is not always possible and students who have genuine, authorised reasons for absence will be treated in a supportive way.

In the case of absence, the Sixth Form Office must be notified by telephone on 01228 516051 ext 263 **before 9.00am** on the first day and **then each subsequent day of absence.**

Requests for leave during term time for unavoidable reasons such as medical/practical driving test (not driving lessons or theory test)/religious observation/sporting activities/university visits/etc should be made on the 'Leave of Absence' form, available from the Sixth Form Office. It must be completed and signed by appropriate members of staff, and returned to the Sixth Form Office as soon as possible **before** the first day of absence. **Parents are strongly requested not to arrange family holidays during term time.**

If a student feels unwell during the school day, they should sign out with a member of staff in the Sixth Form Office.

ARRIVING LATE

We put great emphasis on **PUNCTUALITY**. Late arrival is discourteous and disrupts the process of learning for all in the class.

Students who arrive after 8.35 am but before 10.00am will be marked as late. **If you arrive after registration has closed, you must sign the late sheet outside the Sixth Form Office.** Any student who arrives after 10.00am will be marked as unauthorised. Students must also sign out when leaving the school premises for Health and Safety purposes.