

SIXTH FORM ATTENDANCE POLICY

Attendance:

Attendance is required at:

- Morning registration at 8.45am
- All timetabled lessons
- Afternoon registration at 1.45pm

Absences:

The School must be notified of all absences as soon as possible.

1. In the case of planned absences a letter from parents/carers must be brought to form tutors or Mrs Griffiths **in advance** of the absence to obtain authorisation.

2. In the case of unforeseen absences, the school should be contacted by phone on the morning of the absence, and a letter from parents/carers must be brought in on the student's return to school.

Absences which **can** be foreseen:

- Medical (excluding routine appointments which can be scheduled outside of school day)
- Caring for family members
- Religious holidays
- Open Days and Interviews
- Significant participation in an extra-curricular activity
- Funerals/Court appearances/Driving test/Moving house/Severe travel disruption

Absences which **cannot** be foreseen:

- Bereavement
- Emergency
- Transport difficulties
- Sickness

Students **will not** be authorised to miss school due to the following reasons, and these may jeopardise any 16-19 Bursary payments awarded:

- Holidays during term time
- Social/leisure activities
- Paid employment
- Driving lessons
- Routine medical appointments
- Catching up with school work

Lower Sixth students may leave school at lunchtime only – they may NOT leave during morning break or free periods.