

## Attendance and Punctuality

If a student will not be attending school, it is the responsibility of the parent to inform the school. Parents should contact the school by 8:00am on the first day of the student's absence, and on each subsequent day of absence. All absence and lateness should be emailed by parents or carers to us at: [STA6thformattendance@stalbans-staff.org](mailto:STA6thformattendance@stalbans-staff.org)

As post-16 learners we understand that the following may be considered important and purposeful reasons to be absent and will authorise, depending on the student's attendance for the academic year:

- The student is too ill to leave the house or has a medical appointment
- A day of religious observance by the religious body to which the student or student's parent/carer belongs
- There is a close family bereavement
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work
- University and Employer Open Days – students may attend no more than two of these events in an academic year
- Work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance.

We also understand that there may be other special circumstances which require a student to be absent from school. We ask that parents communicate any changes to circumstances, particularly around mental and physical health, that may impact attendance.

As a school we take persistent absence and lateness as breaches of our **High Standards Agreement**. This is an enrolment document that students sign in their first month of enrolment.

Any student whose attendance drops below 95% will be flagged to the Sixth Form pastoral team for support. Students must maintain good attendance in order to be enrolled for exams.

## Flexible Study

All 6<sup>th</sup> Form students have the option to go off-site at break and lunch. Once they have proved their ability to work independently, have good attendance and punctuality and meet deadlines, we offer the 'flexible study' option which means they can go home at lunchtime for the day if they do not have a period 4 lesson or ISA. They need to follow signing out processes.

The privilege of flexible study and access to the common room may be revoked for students who:

- Misuse the time
- Have poor attendance or punctuality
- Fail to meet home learning deadlines
- Become a cause for concern in any area of school

## Punctuality

The school day runs from 8.45 to 15.15. We expect students to be in school and on time to all lessons and school activities.

Students who come into school after 8.45 will be marked as late by their form tutor. Students arriving after 9am must swipe in on inventory before going to lesson. **Failure to sign in/out properly is a breach of our safeguarding processes.**

Persistent lateness may lead to:

- Friday 6<sup>th</sup> Form Detention
- Removal of 6<sup>th</sup> Form privileges
- Parents or Carers being invited in to discuss punctuality

## Signing in and out

Students in 6<sup>th</sup> Form need to use the inventory system to sign in and out of school. They should do this:

- If they are signing in/out for break or lunch
- If they are arriving from or going out for an appointment
- If they have early leave privilege through 'flexible learning' and are signing out for the day
- If they have arrived late to school

**Failure to sign in/out properly is a breach of our safeguarding processes** and may result in:

- Friday 6<sup>th</sup> Form Detention
- Removal of 6<sup>th</sup> Form privileges
- Free periods being removed from a student's timetable

## Illness in school

Students in 6<sup>th</sup> form who feel unwell must always attend their lessons and inform their teacher. The teacher will contact the first aid team to seek support for the student.

In cases where a student feels unwell during a study period, they may seek support from the Head of 6<sup>th</sup> Form, Deputy Head of 6<sup>th</sup> Form or another member of the Sixth Form team.

In cases where we judge the student to be too unwell to stay in school, we will contact home and request permission to send the student home.