



6th Form Attendance policy

Policy Version Control

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Approved by	Assistant Principal: Haseena Asaria
Release date	April 2026
Review date	September 2028
Description of changes from the model policy (if any)	Student notification to Sixth Form Office of known scheduled absences

Attendance: All students attending the sixth form should aim for 100% attendance, but not fall below 95%. To ensure all students have the ability to do this, the following expectations should be met:

- All students are expected to arrive on time to the academy, ready to begin the morning lesson/study period at 8:40. The gates open at 8:25 giving students ample time to 'tap in' with their student ID cards and prepare their learning materials for the day.
- If students are late arriving to the academy, they are expected to 'repay' the time missed in a detention, in line with the whole school policy
- All students are expected to provide advance notice of any unavoidable appointments such as medical & dental appointments. Appointment cards/messages need to be provided to support any absences caused during the academy day. Appointments for driving lessons will not be authorised and therefore should not be arranged during the school time.
- Parents/carers are expected to contact the academy by 08:40am for each day of absence, if their child is unable to attend, with a reason for the absence. Parents/carers will be contacted if no contact from them is made. Students are not to self certify.
- Students **may** notify the Sixth Form Office ahead of a known absence (e.g., medical appointment, driving test), but this is **not** considered official absence reporting. All formal absence reporting must be done by **parents/carers** as part of the academy's safeguarding obligations.
- All students are expected to complete the full day within the academy, irrespective of whether lessons or learning hours are timetabled. Any deviation from this requirement can only be authorised by Sixth Form Coordinators.
- All students are expected to report to the Sixth Form Coordinators or a delegated member of staff if there is a requirement to sign out of the academy due to ill health.
- All students are expected to use their student ID cards to 'tap in' in the morning irrespective of whether they have timetabled lessons or learning hours. If students choose to go off site at lunch time, they must 'tap out' using the devices in the house base or English exit as 'lunch break' and 'tap in' at reception.
- All students are expected to request authorisation for any planned absences of more than one day by use of a term time absence request form (as per annex a to this policy). It is a requirement that parent/carers sign any such request. A copy will be passed to the Sixth Form Coordinators. It should be noted that no periods of absence will be authorised that are deemed to not be for "exceptional circumstances/unavoidable causes.
- All students will be expected to adhere to this policy and the protocols contained within, failure to do so will trigger a meeting with their Parents/Carers and Attendance/Academy Lead & Sixth Form Coordinators. Additionally if at any point during the academic year attendance is identified as being low, impacting on academic progress, a meeting will be held. The use of a contract between student, parent/carer and the academy may be suggested to ensure all are aware of the expectations. Any student not showing improvement in either areas will be subject to further focus and monitoring. Continued absence may jeopardize a student's Sixth Form place.

Sec 11 Education and Skills Act 2008 – amended 2013

The academy has a duty to fully promote the participation of young people on roll at the academy, through regular attendance.

It is hoped that all students will meet the above expectations enabling them to fully embrace the sixth form experience that the academy offers.

