

# Sixth Form Attendance and Punctuality Guide



# Lesson Attendance

Excellent lesson attendance is one of the key factors in ensuring success with your chosen subjects. There is no substitute for being in class; copying up notes from a friend because you missed a lesson is not the same as being present, participating and gaining support from your teacher. It is **YOUR** responsibility to be on time to all lessons, and to have an excellent attendance rate.

**REMEMBER: we will be asked to comment on your attendance when preparing future UCAS and job references, so make sure we can report a positive attendance figure!!**

Your lesson attendance is reviewed on a weekly basis, and will be reported to your form tutor and Head of Sixth Form. In line with the whole school Attendance policy, all students are expected to maintain an attendance figure of 95% and above. If your attendance figure comes close to falling below this, your form tutor will discuss the issue with you to find out if there are any issues surrounding your attendance, and if there is any support we can offer you.

If your attendance falls below 95%, we will contact your parents by letter to let them know, and your attendance will be monitored for four weeks to see if it improves. If, at the end of this four week period, your attendance has continued to fall, you will have a meeting with the Head of Sixth Form to discuss reasons for this decline in attendance. Following this, a continual decline in attendance could lead to your parents being asked to come into school to discuss this and, ultimately, you could be removed from the sixth form roll.

## WHAT DOES YOUR ATTENDANCE FIGURE ACTUALLY MEAN?

95%	=	<b>31 LESSONS MISSED EACH YEAR</b> <b>Approximately 2 weeks of lessons</b>
90%	=	<b>62 LESSONS MISSED EACH YEAR</b> <b>Approximately 3 weeks and 4 days of lessons</b>
85%	=	<b>94 LESSONS MISSED EACH YEAR</b> <b>Approximately 5 weeks and 4 days of lessons</b>
80%	=	<b>125 LESSONS MISSED EACH YEAR</b> <b>Approximately 7 weeks and 4 days of lessons!!</b>

# Types of Absence

All absences will be recorded on your attendance record. There are two types of absence:

UNPLANNED ABSENCE	PLANNED ABSENCE
<p><b>Illness</b>—a parent or carer will need to contact Mrs McNish in the Sixth Form Centre before 9.15am on the first day of absence, and every day of absence which follows this. Mrs McNish can be contacted in the following ways:</p> <p>Phone: 01536 418844 Ext.185            Email: lmcnish@montsaye.northants.sch.uk            Or via the school text messaging service</p> <p>Your parents or carer should state your name, and the reason for absence.</p> <p>Please note that it must be your parent or carer that informs the school. If you call in or send an email yourself, Mrs McNish will text your parents to make sure they are aware that you are not at school.</p> <p><b>If you have not been marked present in either registration or lesson 1 by 9.15am, a text will be sent to your parents to enquire about your whereabouts. This is a safeguarding concern; we are responsible for you between the hours of 8.40am-3.00pm. If you are not here, we need to know where you are!</b></p> <p>If you become ill during the school day and need to go home, please ensure you sign out of school and you let Mrs McNish know. A text will then be sent to your parents to let them know that you have left the school premises.</p>	<p>We are aware that some absences are unavoidable, and therefore we will <b>authorise</b> the following <b>planned</b> absences...</p> <ul style="list-style-type: none"> <li>• Attendance at a funeral</li> <li>• University open days, interviews or auditions</li> <li>• Driving practical test</li> <li>• Hospital or orthodontist appointments which cannot be arranged outside school hours (an appointment card or letter will need to be presented for the absence to be authorised)</li> </ul> <p>It is your responsibility to inform Mrs McNish of any of the planned absences listed above, otherwise your absence will be logged as unauthorised.</p> <p>Any other absence will be classed as <b>unauthorised</b>. These are absences where there is no adequate reason to justify missing a lesson...</p> <ul style="list-style-type: none"> <li>• Holidays during term-time</li> <li>• Routine doctors and dentist appointments which <i>could</i> be made outside of school hours</li> <li>• Part-time work (<b>under no circumstances should you be undertaking paid work between the hours of 8.40am and 3.00pm</b>)</li> <li>• Birthdays or similar celebrations</li> <li>• Looking after younger siblings or relatives</li> <li>• Accompanying a family member to an appointment</li> <li>• Driving lessons**</li> <li>• Driving Theory test**</li> </ul> <p>** these may be arranged in one of your study period (one per week)</p>

## School Related Trips and Visits

If you are going to be absent from a lesson because you are taking part in a trip or activity with another class, this absence will be **authorised**.

## Arriving Late

If you miss registration for any reason, you **MUST** sign in in the Sixth Form Centre. Only go to your lesson once you have signed in. At the end of the lesson, you need to explain to your teacher why you were late, and to check that your teacher has marked you as 'late L' rather than 'absent N'. The number of 'late L' marks you have will be checked on a weekly basis, and if you are regularly late to class you may be called to discuss this with your tutor or Head of Sixth Form.

## Truanting

Mrs McNish conducts several spot checks on attendance throughout the week. If the registers show that you are not where you should be, and we have been given no reason for this absence, a text will be sent home to let your parents or carers know.

## Signing in and out

If you arrive late to school, please sign in. If you need to leave the school site during the day you must sign out and sign back in on your return. The sign in and out sheets are used in the event of an emergency, and we need to be able to account for you if the school site is evacuated. **This is non-negotiable!**

## Etiquette

If you have a planned absence, it is polite to let your teachers know in advance that you will be missing their lesson, and you should collect the work from them. If it is an unplanned absence, you should contact your teacher as soon as you are able to collect the work. It is your responsibility to ensure that missed work is completed in your own time.

