



## **Sixth Form Attendance Protocol**

You are required to attend all lessons, including tutor time.

Regular attendance at school is a prerequisite for student achievement. Absence, whether it be long-term, frequent or occasional, leads to missed experiences, and may cause fractured social relationships, which encourage an increased pattern of non-attendance.

If you are not in lesson when it starts you will get an unauthorised absence (unless we have prior information regarding your absence). This will then change to a late mark if you arrive later to the lesson.

If you miss tutor time, this will go down as un-authorised absence unless you have contacted your tutor and the Sixth Form Administrator (Mrs T Spencer).

An accurate and consistent registration system to both school and lessons is essential. The following practice should be adopted:

Start of Sessions:

AM registration is from 8.35 – 9.00 a.m.

PM registration is managed through P4 lesson Registration 1.15 p.m. Please do not be late to your lessons.

A pupil is late when he/she arrives after 8.35 am or after the start time of their subject lessons. Form tutors are responsible for marking pupils late until 9.00 am.

### **Absence recording procedure:**

- You or your parents must phone or email the school in the morning with a reason for your absence.
- You should contact the Sixth Form Administrator directly – [Tracey.Spencer@arnoldhillacademy.co.uk](mailto:Tracey.Spencer@arnoldhillacademy.co.uk)
- You should let your tutor know and also contact your teachers to catch up on work missed.
- If you leave during the day, you **MUST** use your ID Badge to operate the turnstile which allows you entry and exit access to the school site. The turnstile system will record your attendance to school on a database system in case of a fire alarm and registers needed to be taken.

Unacceptable reasons for absence:

- Truancy
- Minding the house/caring for younger siblings
- Shopping
- No school uniform incorrect shoes
- To do homework/coursework
- Lateness

- Holidays in term time
- Headaches/Coughs/Colds
- Birthday
- Friendship problems
- Family/friends visiting

If a pattern of poor attendance is noticed, you will be placed on attendance report by your Head of Year. If no improvements are shown, you will be placed on attendance report to the Head of Sixth Form and a parent/student meeting will be arranged. If attendance concerns continue, you may be asked to leave the Sixth Form.

### **Key things to know:**

- Every Monday in tutor time, a weekly attendance report for the prior week is sent to all Sixth Form Tutors. This will allow you to go over your attendance history with your tutor. Any problems can then be checked with the Sixth Form Administrator and the register changed if needs to be.
- If you don't have a lesson P4 this will NOT affect your attendance.
- Attendance and punctuality figures can be used in your UCAS teacher reference and other application references. It is therefore important to be in school and on time.

**If you have any queries, please contact Ms S Carter, Head of Sixth Form.**