



## Sixth Form Attendance Protocol

**This Policy aims to encourage and maintain a good level of attendance for all students in Year 12 & Year 13 to enhance attainment levels and external examination results.**

You are required to attend all lessons, including tutor time. Absence leads to missed learning time and will almost certainly impact on your grades.

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 8.35am - 9.00am.

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

A student is late when he/she arrives after 8.35am 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:

Driving lessons  
Routine (non-emergency) medical appointments  
Truancy/lateness  
Minding the house, caring for younger siblings or shopping  
To do homework/coursework  
Holidays in term time  
Headaches, coughs and colds  
Birthdays  
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:

- A register will be taken within the first 20 minutes of every lesson
- Unauthorised absences will be followed up with an email or a text message to parents
- Three or more absences will result in parental communication by the Sixth Form Pastoral Team
- Attendance and punctuality figures can be used in UCAS references and other application references. It is therefore important to be in school and on time

**If you have any queries, please contact Mr Callaway, Head of Sixth Form.**