

## **Additional 6th Form Attendance Procedures**

Students should aim for 100% attendance. There is a strong link between academic success and attendance and this applies to students in all key stages, including Sixth Form. Students with persistent unauthorised absences and lateness will incur a Head of Year detention. Study privileges including study leave will also depend on attendance and punctuality records.

**Target Attendance** – Medical evidence may be requested if attendance falls below 95%. If attendance falls below 92% students and parents may be required to attend a meeting with Head of 6th Form/Pastoral Manager and in certain cases the Headteacher – we would consider a student’s place in 6th form at risk if attendance fall below 90%. If no improvement after 14 days students may be removed from roll.

**Taught sessions** – All timetabled lessons are taught sessions and form part of the learning contract with students. This includes: Form time every day, one-hour Tutorial per week, one hour RE per week and for Year 12 one-hour enrichment per week. Attendance is compulsory for all students to these sessions.

**Absences** - Any absences due to sickness should be reported by students/parents or carers on ClassCharts on the first day of illness by 9.30am. Details of ClassCharts can be found here [Class-Charts-Parent-App-How-to-Guide.pdf](https://allsaints.sheffield.sch.uk/Class-Charts-Parent-App-How-to-Guide.pdf) ([allsaints.sheffield.sch.uk](https://allsaints.sheffield.sch.uk))

It is the student’s responsibility to see subject teachers on their return to catch up on any missed class notes or homework assignments.

**Registering** - Students must register within 5 minutes of lessons starting. Students can only register themselves and should not register a friend in their absence. If a student needs to sign in after the registration closes, they must see Miss Butler OR Mrs Broadhurst in the Sixth Form Common Rooms to register.

**Signing out for medical reasons** – To keep all students safe we only allow student to sign out unwell if they have permission from Parent/Carer first. Students must seek permission from home (by text where possible) and then sign out with Miss Butler or Mrs Broadhurst in the Sixth Form Common Room. If no Sixth Form staff available, please see a member of the attendance team.

**Medical appointments** - Keep to out of school times where possible. When unavoidable permission must be given by member of **6th form Team or pink form from the Attendance Team**

**Holidays/other personal absences** - Any requests for a leave of absence need to be made by using a PINK FORM available from the attendance team or Miss Butler 6<sup>th</sup> Form Pastoral Assistant. Holiday during term time will not generally be authorised, unless exceptional circumstances.

**Work experience, University visits and other study related absence** – Requests for absence to attend university visits should be made via email to the Head of 6th Form or Head of Year.

**Driving lessons** - We understand that sometimes students wish to take driving lessons during study periods. Although out of school hours would be preferred we will authorise two hours per week and only during timetabled study periods.



**Punctuality** – Students need to arrive to all lessons on time. All lateness will be noted on ClassCharts and persistently late students will be expected to attend a 6th Form detention. Ongoing issues with Public Transport will be noted on an individual basis.

**Please note study leave periods are at risk if students persistently contravene these rules and procedures.**