

RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



Sixth Form Attendance and Punctuality Policy

Originator	Mr M Sim
Revised	September 2019
Next Review Date	September 2021

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Sixth Form Attendance and Punctuality Policy

We expect students to attend every day recognising the direct link between excellent attendance and successful academic performance. This figure will be used when references are requested by employers.

Sixth Form Attendance Procedures

- All students must register at Sixth Form Reception by 8:45am every morning.
- Students must attend all timetabled subject lessons, tutorials, designated study time and enrichment activities.
- Students are allowed to go home after their final timetabled session/ Designated Study Period of the day. Students are also free to leave the site when not in a timetabled session. School is not responsible for students outside these timetabled sessions if they choose to leave the site.

Absence Procedure

- If a student is absent through illness or other unavoidable circumstances, the absence should be reported before 8.45am by a parent or carer by telephoning the school on 01524 64496 ext 1070.
- For long-term absence, on-going medical evidence will be required.
- Where the absence is known about in advance, e.g. hospital and dental appointments, driving tests, a 'Request for Authorised Absence' form should be submitted to the Attendance Officer for approval.
- Requests for special leave of absence for important events must be made via the 'Request for Authorised Absence' form and this request will be considered by the Head of Sixth Form
- Students may request a maximum of three authorised absences to attend University Open Days during school time using the 'Request for Authorised Absence' form.
- Only urgent medical appointments should be made in school hours.
- Driving lessons must not be arranged during school time.
- Permission to take holidays during term time will not normally be granted, unless there are exceptional circumstances
- Should lesson attendance be a concern, a parental meeting will be required. A student's place in the Sixth Form could be at risk.

Lates Procedure

- If a student is late and arrives after 08.45am, they must sign in at Sixth Form Reception stating the reason for their lateness. A text will be sent to parents.
- A sanction point will be issued – see Behaviour Policy
- Persistent lateness will result in the student being placed on a contract by the Head of Year

Illness During the Day

Students who are unwell during the school day must see the school nurse. Parents will be contacted if a student needs to go home. Students must sign out before they leave. Students must not go home without permission.

Work Experience

Students are encouraged to complete work experience during school holidays and/or during the time allocated to enrichment. If the activity takes place in enrichment time, we require a letter from the employer confirming the placement. Requests for work experience during term time should be made via the 'Request for Authorised Absence' form.

Designated Study Periods

Students are required to designate 8 study periods per fortnight on their timetable if taking 3 subjects and 4 per fortnight if taking 4 subjects. This is a minimum requirement and most students will do more. The majority of these study periods will be in the Silent Study Room but students can allocate one or two per week in the JCL, Art, Music or Product Design departments. Study periods are monitored by sign-up sheets. Study periods are not to be designated during enrichment time.