

RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



Sixth Form Attendance and Punctuality Policy

Originator Mr M Sim
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Believe.....

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 attendance figure will be used when references are requested by employers.

Sixth Form Attendance Procedures

- All students must register with their registration tutor at 8:45am every morning.
- Students must attend all timetabled subject lessons, tutorials, study time and enrichment activities.
- All students are required to remain on site during the school day. We expect students to make good use of the facilities provided in their study periods in order to maximise their academic potential.

However, if Year 13 students do not have a timetabled lesson, tutorial, enrichment or support session in the afternoon and they wish to study at home, they may leave site from 12.30pm, but they must remain off-site until the following day and they will be required to sign out as they leave school. This is an earned privilege and will be discussed with students on a one-to-one basis with the registration tutor. This privilege will be withdrawn where it is judged that a student needs to improve their work ethic and the student will then be required to attend on-site throughout the school day. This will be reviewed at the following grades event and the privilege may be re-instated if the student has demonstrated an improved work ethic. If students are given permission to study at home, the school is not responsible for those students when they are off-site. Parents will also be asked to confirm that they give consent for their son or daughter to be off-site for these periods.

- Those Year 13 students who are required to remain on site and have a study period in period 5, must sign in the Silent Study Room. The attendance officer will monitor this and the students must not leave until the end of the school day. During enrichment afternoons, these students are still required to stay on site, however, as some will have enrichment activities we will be more flexible. The students must register for any enrichment they have chosen to do or, if they don't have a session they must self-sign-in to the register lists that will be in the SSR, the JCL, the Phythian, or the canteen.
- Students who have a study session during the day with lessons in the afternoon will be required to remain on-site to study.
- Students will be required to stay on-site during all timetabled enrichment sessions unless they have a pre-arranged formal work experience placement or volunteering activity requested by parents and with written authorisation from the organisation and at the discretion of the Head of Sixth Form. All students are required to opt for at least one enrichment activity. Year 13 students who have permission to leave in the afternoon, may leave the site where they do not have a timetabled enrichment session.

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 by the Attendance Officer – 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 undertake a work experience placement for a week during the summer term of Year 12. Students are also encouraged to complete work experience and volunteering 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.