



## **Thomas Hardy Sixth Form Attendance Policy – Special focus Monday 12<sup>th</sup> June – Thursday 21<sup>st</sup> July**

### **Expectations of Attendance**

Students to attend 8.50 – 3.30 pm Monday-Fridays. This includes both AM and PM registrations, lessons and study periods. Overall student attendance should remain above 95%, falling below this will result in further action being taken.

During this half term and in Year 13 there will be assemblies, guest speakers and Futures events. Attendance is expected at all compulsory events.

### **Planned Absence**

If students require leave of absence for legitimate reasons they must complete a yellow "Leave of Absence" form in advance having discussed this with individual teaching staff affected by the absence. The form should be countersigned by Parent/Guardian and Tutor before being submitted for approval by the Head of Year. The Sixth Form will not authorise holidays taken during term time.

### **Unexpected Absence**

In the case of an unexpected absence Parent/Guardians are expected to phone into the Sixth Form Student Absence line (01305 266064 Option 2) providing an explanation for the absence and if possible an expected return date.

### **Long Term Absence – Medical Verification**

When absence continues beyond two consecutive weeks or where frequent periods of absence occur within a half term period due to illness students must provide medical verification such as a doctor's note or other appropriate evidence.

### **Becoming Unwell at School**

If a student becomes unwell during the day and wishes to go home they must report to the Sixth Form office where one of the staff will contact Parent/Guardians before they are allowed to leave the site. Leaving the site without informing the Sixth Form would not count as absence due to illness and action will be taken.

### **Arriving Late to School**

If students arrive after registration closes they must sign in in the Sixth Form Centre. Repeated lateness will result in action being taken.

### **University/FUTURES Visits**

In these final weeks it is usual that Year 12 students like to go on visits in support of their university applications or in preparation for an apprenticeship or position of employment. We permit 3 days off school in total for these sorts of visits. Please can I remind you that many universities hold open days at the weekend. We will not grant permission for time off in excess of 3 school days. Please submit a leave of absence form for these visits.

Can we thank you for supporting the school with its high expectations of attendance.