



Friday 21<sup>st</sup> April 2023

**Sixth Form Attendance Procedures**

Dear Parents/Carers,

Over the past month we have had two instances of fire alarms at the Academy and whilst these have gone well in terms of efficiency and effectiveness, I would like to take this opportunity to reiterate and clarify some Sixth Form attendance procedures that are in place for the safety of our students. I will be asking the Sixth Form tutor team to review these with our students next week in base time, and would appreciate if you could similarly discuss these at home to ensure all students understand these rules which keep them safe.

1. Sixth Form students should strive to achieve **100% attendance**. In the case of absences, a **parent/carer** must contact the school **no later than 8:45am** on the day of absence. Appointments should be made outside of school hours where possible. Where this is not possible, the same absence procedures must be followed. Driving lessons may be taken during non-compulsory activity time, with the **prior agreement** of the Head of Sixth Form. Students who fall ill during the day **must inform Miss Wilson or Reception of this**, before signing out and leaving site.
2. Sixth Form students are all issued with an ID card in the first few weeks of study in Year 12. **Wearing an ID card, attached to a Sixth Form black lanyard, is a compulsory part of our dress code** as it helps us identify adults on site.
3. Sixth Form students should attend the Academy every day and **be on site by 8:45am**. It is **compulsory** to attend all **lessons, base time, Enrichment, 1:1 meetings and assemblies**. Sanctions will be put in place for truancy.
4. Students are allowed to **leave site at their own risk** during the **times indicated below**. Parents/carers should be aware that students leaving site during the school day are doing so at their own risk and that the Academy does not bear responsibility for the safety of students when they are off-site.
  - For Year 12 students, you are expected to be **present on site for the full school day, with the exception of lunch time**. You must follow safe signing in and out procedures using your ID card when leaving site, and this must fall between **1:00pm and 2:05pm**.
  - For Year 13 students, you may **leave site during non-contact periods, break and lunch times**. You must follow safe signing in and out procedures using your ID card when leaving site.

On occasion, individual agreements are made with students and parents that differ to the above at the discretion of the Head of Sixth Form for exceptional circumstances. This will be agreed verbally and followed up with a confirmation email to outline that new terms have been authorised.

If you have any questions about Sixth Form attendance procedures, please don't hesitate to contact me.

Yours faithfully,

Miss C. Wilson  
Head of Sixth Form