



# Attendance Policy Student



## Post 16

We expect students to attend all lessons and registration as outlined in the table below.

Monday	General Studies/News	All Students – Year 12 & 13
Tuesday	Bulletin/Competitions	All Students – Year 12 & 13
Wednesday	Leadership	Year 12 only
Thursday	Leadership/1:1 Reviews	Students as required
Friday	Assembly/1:1 Reviews	Students as required (assembly every fortnight)

We understand that illness and unforeseen circumstances may interfere with an immaculate attendance record, but expect students to achieve a minimum of 95% attendance. Any students falling to 90% attendance or below will be followed up and be monitored more closely.

What follows is a list of legitimate reasons for absence:

- A medical appointment that cannot be arranged out of school hours
- A university open day or interview/career related interview
- Attendance at a funeral
- A driving test (practical, not theory).

These reasons are not acceptable reasons for absence:

- Holidays
- Paid employment
- Leisure activities
- Birthdays/other celebrations
- Driving lessons
- In addition to this, we remind you that it is unprofessional to commit to social activities which may affect your attendance at school the following day

Planned absences e.g. Open Days and medical appointments.

Please make sure you talk to your tutor and subject teacher(s) and inform the attendance officer in the main reception before the date you will be absent from college, giving the reason for your absence.

Unplanned absences - illness or unforeseen circumstances.

Please make sure you phone the main reception and leave a message on the absence line as to why you will be absent that day. If you are ill and are absent from college for more than 1 day you will need to phone in every morning to inform us that you will not be in. Failure to follow the procedure will result in your absence being coded as unauthorised and followed up through your tutor.

**Students arriving after registration or leaving before the end of the school day need to ensure they have signed the signing in and out sheets in the Post 16 common room.**