



4<sup>th</sup> July 2016

**Sixth Form hours: Mon – Thurs 8.40am – 3.20pm, Fri 8.40am – 1.05pm**

### **Attendance**

We operate a strict attendance policy in the Sixth Form. The aim of this policy is to treat students with the same autonomy as they would have in the world of work, but also with the same responsibilities.

Sixth Form students who fail to attend 95% of their lessons, without clear justification or certification, may therefore have to pay for their own examination entries.

If a student is absent through illness or for any other exceptional circumstance, their parent or guardian should contact Mrs McAleenan by phone (020 8329 9689), email ([sixthform@challoner.kingston.sch.uk](mailto:sixthform@challoner.kingston.sch.uk)) or text (07860 047550) on the morning of their absence, prior to 8.40am.

Each day an email will be sent to a student's parents (via Parentmail) where our records indicate an absence without explanation. Parents are then expected to reply either using the hyperlink, or via text, email or phone to explain that absence. If no explanation is given, it will be marked as an unauthorised absence.

If students know in advance that they are going to be absent, for example for an orthodontist or hospital appointment, it is requested that a parent emails Mrs McAleenan so that the leave of absence can be authorised.

### **N.B. Dental/doctors' appointments and driving lessons must be arranged outside school hours.**

Any unauthorised absence will feature on any reference written by the school.

If students need to leave school during the school day e.g. because of illness, they must obtain permission from a member of the Sixth Form team and ensure that they fingerprint out before they leave.

If a student is attending an educational activity arranged by one of their subject teachers, he/she must inform, IN ADVANCE, any other teacher whose lesson they will be missing.

If there is an issue with attendance, parents will be contacted and will be invited to a meeting with the student and their Year Leader with a view to solving the problem.

***Persistent failure to provide good reason for absences may result in students being asked to leave the Sixth Form.***

### **Lates**

If a student fingerprints in after 8.40am on any occasion during the school week, he/she will be kept back on a Friday afternoon for 30 minutes for each incidence of lateness.

If a student arrives at school after 9.00am they will receive a detention on Friday afternoon for an hour (or longer depending on the amount of time they have missed).

Failure to fingerprint in will result in an automatic Friday afternoon detention of one hour.

Should a student continue to persist in being late to school even after the application of the sanction of a Friday afternoon detention, he/she will be placed on a Punctuality Report to their Year Leader for a period of two weeks, during which time he/she will be required to be in school from 8.30am each day.

***If the terms of the Punctuality Report are not met, then parents will be invited in for a meeting to review the situation***

***“Doing ordinary things extraordinarily well” – The Venerable Richard Challoner***