



#### **Sixth Form hours: Monday – Friday: 08.40 - 15.15**

#### **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 carer should contact Mrs McAleenan by phone (020 8329 9689), text (07860 047550) or email ([sixthform@challoner.kingston.sch.uk](mailto:sixthform@challoner.kingston.sch.uk)), or on the morning of their absence, prior to 08.40.

Each day an email will be sent to a student's parents 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 a student knows 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 a student needs 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 tap 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 taps in to school after 8.40am (or 9am if their first lesson of the day is at Holy Cross), they will be required to attend a 30 minute detention after school from 3.15pm - 3.45pm on the same day (or the day afterwards if their last lesson that day is at Holy Cross). During this time, they will be required to reflect in writing on the importance of time management and punctuality.

Any student who fails to tap in will be regarded as having been late and will also be required to attend a 30 minute detention on the same day, as above.

**It is essential that every student taps into and out of school every day for reasons of safeguarding.**

**Review Date:** September, 2024

**Review Cycle:** Annual