



Attendance and Punctuality

Full and punctual attendance to lessons and registration is required of all students and failure to comply with the Sixth Form expectations regarding this will be taken seriously. Students register in morning and afternoon registration periods and in every lesson they attend.

Every request for a reference that we receive, whether for part time jobs or full time careers, asks us to comment on attendance records in this regard. Our systems are very precise and enable us to add exact percentage attendance to references. Potential employers and Higher Education institutions take a very dim view of poor attendance.

All absences **must** be explained. Any foreseeable absence, such as medical appointments, interviews etc., should be notified in advance by emailing the post16 attendance email group (post16attendance@quarrydale.notts.sch.uk) and when possible, the student's tutor. Any absences due to illness or unforeseen circumstances should also be explained by email to the attendance email group and the student's tutor on the day these occur.

Please note that driving lessons should not be arranged during school time.

Should a student be absent for any reason, students are expected to liaise with teachers directly or via email, in order to obtain and catch up on work missed. In some instances, it may be appropriate for us to send work home where absence may be prolonged.

Consistent absences from specific subjects will be addressed by the department and Sixth Form team and may result in the setting of additional deadlines and targets and a review of subject suitability. If no improvement is made it will be dealt with using the underperformance procedure.

General poor attendance will always be dealt with by the Sixth Form team, student attendance should be no lower than 95% and is monitored on a weekly basis. If a student's figure falls below 90% the following protocol will be followed:

If there are no extenuating circumstances, the following procedure will be followed:

- Stage 1: Tutor to discuss issue with student and provides feedback to HoY. This will be recorded on Bromcom.
- Stage 2: Phone Call to parents by tutor. Inform HoY. This will be recorded on Bromcom
- Stage 3: Formal meeting with student and HoY with minutes taken and recorded on Bromcom
- Stage 4: Formal meeting with student, parents and HoY. A student agreement will be issued, addressing concerns specific to that particular student. Recorded on Bromcom
- Stage 5: If a student cannot adhere to the student agreement, their position in Post 16 to be considered.

It is crucial that students are on time for all registration periods and lessons, if they are persistently late without valid reason these concerns will be addressed as above.