

St Joseph's Sixth Form Attendance Policy

The following is our expectation of all sixth form students and must be adhered to, as well the expectations laid out by the whole school behaviour policy.

Attendance:

1. Students must attend **all** timetabled lessons including Form Time, Assembly, EPQ, Electives, PSHE and reading programme without exception. We will also hold compulsory mentoring and guidance sessions for some students throughout the year. We expect all students to achieve at least 95% attendance. Poor attendance will lead to a parent meeting and your place in the sixth form will be reviewed. As a result, the parent/guardian will be required to pay for all exams of the students who fall below this threshold without a specific, valid reason and evidence to support it (it is possible to improve past this threshold if it does fall below).
2. Students who miss four consecutive weeks of education (including authorised absence) will be automatically withdrawn from the sixth form in line with the Department of Education regulation.
3. We require all parents/guardians and students to attend both the Year 12 Welcome Evening in the autumn term and the Parents Evening. Full enrolment can only be made as a result of attendance to this event and non-attendance will trigger a meeting in which the student's place in the sixth form will be reviewed.
4. Students must ensure that you are punctual to registration, lessons and other timetabled sessions. Remember, we are asked to comment on punctuality as part of any reference that we give you and we are obliged to supply a truthful response.
5. Driving lessons & tests, paid-work interviews, holidays, and dentist/doctors' appointments ***must not*** be made during lesson time or before 4pm. We reserve the right to adapt the school day (i.e. to change the timetable or add extra sessions to add value to the curriculum that students currently study).
6. Students may attend an Open Days in the time after all exams have finished in Year 12. A leave of absence request must be sent to Head of Year 12 or 13 and Attendance Officer at least one week in advance for consideration.
7. Students must wear ID card at all times. This will be used for signing in and out using the monitors in accordance with our Safeguarding and Health & Safety policy.
8. To use the students entrance to enter and leave the school only. This means that you must not use the reception entrance for any reason. Students must follow the one-way system.

9. If a student is absent for any reason the parent/guardian must notify the Attendance Officer (at the main school office) before the start of the school day. It is good practice to let the appropriate Head of Year know but it is the Attendance Officer who must be notified.
10. If a student is unwell during the school day, they must go to the main school reception, notify them and wait until a parent/guardian is contacted in order to be collected/give permission to go home.

Punctuality:

11. To be at school **before** 08:25 am every morning. **The morning registration is the legal mark for the day and will be used by the school when writing references.** Failure to do so will mean be sanctioned in line with the school's behaviour policy. Our advice is to aim for 8am and you will never be late.
12. Students must attend all sessions on time in line with the whole school behaviour policy.