

Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE

A Christ centred learning community committed to the development of the whole person



6th Form Attendance Policy

In our Sixth Form we understand the key link between attendance and academic success. Poor attendance and punctuality will not be tolerated in the Sixth Form, and we are committed to supporting you in achieving high standards.

96% +	<p>Those with 100% attendance at the end of a half-term will be entered into a prize draw raffle and will receive a certificate.</p> <p>96% and above will be classed as outstanding attendance on students UCAS statement, employment and Sixth Form references.</p>
95% - 93%	<p>Form Tutor monitoring of attendance – weekly data sent out to all Tutors. Those who fall into this category will be monitored and supported by their Personal Tutors.</p> <p>Maintaining this level of attendance will be classed as good for the purposes of any requested references.</p>
92%-90%	<p>Parents will be contacted and attendance meetings will take place. Phone calls home will be made when students are not in school.</p> <p>92%-90% will be classed as satisfactory attendance on students UCAS statement, employment and Sixth Form References.</p>
89% and below	<p>Formal letter sent home and attendance meeting held with Ms Paddock to discuss progress.</p> <p>Placed on Attendance Contract for four weeks. Daily phone calls home will be made if students do not attend school for timetabled lessons.</p> <p>If an immediate and sustained improvement is not seen students may not be entered for their exams and their Sixth Form place will be jeopardised.</p>

Authorised absence

Notification must be made to the school for all absences. These will be authorised in the cases of illness, days of religious observance and urgent medical/dental treatment. The school will use its discretion to authorise absence in the case of family emergencies and special occasions. In any eventuality it is the expectation that any missed work will be caught up.

Unauthorised absence

Any absence where the school does not receive information from the family, or when the reason for the absence is one that the school cannot authorise, is an unauthorised absence. If absence is a result of sustained medical needs a medical certificate from a G.P. will be required.

Punctuality

We have high expectations regarding punctuality because we know that this is vital for preparing students for the world of work. All Year 12 and Year 13 students are expected to be in school by 9.15 a.m. Registers are taken and saved on the school system within the first five minutes of every lesson. Students who are late more than twice in a week will spend non-contact time in the supervised study area.

Useful websites for attendance

Improving attendance at school: <http://www.education.gov.uk/schools/pupilsupport/behaviour>
 Statutory Guidance on Education <http://www.education.gov.uk>