

Beechen Cliff Sixth Form

Attendance Policy and Procedures

At Beechen Cliff Sixth Form we recognise the importance of school attendance in enabling students to achieve their educational potential. This helps them to participate in the life of the school and their local community. This also means students will have optimum life chances enabling them to achieve a high level of attainment and enter adulthood successfully - high attainment depends on good attendance. All staff have a key role to play in supporting and promoting excellent attendance and will work to provide an environment in which all of our students are eager to learn, feel valued and look forward to coming to school every day.

Absence Procedures

Students are expected to attend all lessons unless there is a valid reason. Parents must contact the Sixth Form Attendance Officer, Mrs Jones, if their son/daughter is missing a lesson. Students are expected to have excellent attendance and punctuality. If we become concerned that there is an issue with a student's attendance or punctuality, then the four-tiered Report system will be utilised (outlined in the Sixth Form Code of Conduct).

Parents/Carers (**not the student themselves**) must let the school know by telephone or email (sixthattendance@beechencliff.mnsp.org.uk) using the details below if their son/daughter is absent due to illness or other unforeseen circumstances (e.g. train cancellations) by 9.00am each day of the absence period.

Planned Absences

Students are not permitted to be absent from school without prior permission

- If the absence will be for a period of less than one day an email or phone call from parents confirming the absence is required.
- If the absence is longer than one day then the [Student Absence Request Form](#) must be completed by a parent and returned to Sixth Form Attendance Officer, who will establish if this be authorised by the Head of Sixth Form and notify parents of the decision.

Holiday Requests: All holidays should be booked during the school holidays. Term-time holidays **will not** be authorised, unless there are extenuating circumstances.

Work Experience Requests: There is a designated Work Experience week during the last week of the academic year in July, so students should aim to have their placement during this time to avoid any missed lessons, however, work experience requests will be granted by the Head of

Sixth Form during other times of the year if the benefits of attending the placement are clear and the student is not behind on their academic studies.

Part-Time Work: Students should not commit to any work during the hours of the school day (8.25am - 3.15pm) as there may be important additional revision lessons, guest speakers, trips or opportunities that may be missed as a result. We do not authorise absence from last minute school commitments due to work during the school day.

Driving Lessons: Students must also **not** commit to driving lessons during the hours of the normal school day (8.25am - 3.15pm). We will, however, authorise a driving *test* (upon confirmation from a parent) due to the difficulty and inflexibility of arranging these.

Unauthorised Absences

If a student is absent and no reason is given (or the reason is not deemed to be acceptable for an authorised absence) then this will be treated as truancy. This means that the student will be required to complete a '**school service**' **sanction** at another specified hour to make up the time such as litter picking. This includes absence to tutor time, lessons and PSHE. If students fail to attend their school service sanction they will be escalated up the sanction system.

Students who continue to have attendance or punctuality concerns will be escalated up the Student Monitoring report card system, in agreement with the Head of Sixth Form.