

SVA Sixth Form Attendance Protocol

Attendance rules & routines at SVA Sixth Form

Students are expected to attend 100% of study sessions unless absence is approved (e.g. illness, driving test, funeral).

Students are expected to attend 96% of study sessions, even when accounting for approved absences. Having an attendance at lower than 96% may have a serious negative impact on academic achievement.

In the event of an unplanned absence (e.g. illness) please email svaokhouse@sawtryva.org

Attendance at registration is compulsory (from 8.45 to 9.00) as this is where we deliver our PSHE and careers programme. However, if you have only got a lesson during period 5, or not at all on a day, you do not have to attend registration. Instead, you will receive an electronic copy of the PSHE session.

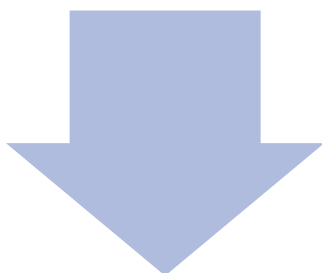
Regardless of student age (even if 18+), we require parental confirmation of absence.

Students at the sixth form are expected to be punctual. Repeated lates (3 in one half term) will result in an after school detention being given.

If you are absent, you must ask your teachers for work and catch up within 3 days of your return.

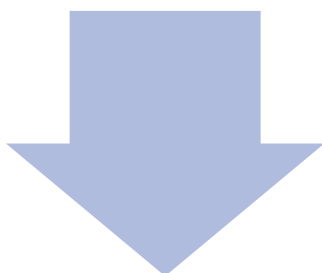
If you are absent for 5 or more consecutive school days, you must provide a medical certification (doctor's note).

Being able to leave the Academy during the school day is a privilege and can be revoked, for example if a student is behind on work.



Parents & guardians

Parents & guardians are expected to ensure their child attends school in line with this protocol and to provide reasons for any absences given in a timely manner.



Our cause for concern process (flowchart on page 2)

Attendance is monitored each week by the Sixth Form team. Should attendance fall below 90%, you may be invited to a meeting to discuss any issues with attendance and what support can be put in place. A written warning may be issued if appropriate. The situation will be closely monitored.

If persistent absence continues, we may request that the student leaves the Sixth Form or the student could incur a permanent exclusion from the Academy roll.

If a student does not attend the Academy for four consecutive school weeks, they may be removed from our roll.

The following reasons are set by the Department for Education as acceptable reasons for absence:

- Student is too ill to leave the house
- Student has a hospital appointment
- Student has toothache and has booked an emergency medical appointment
- A day of religious observance by the religious body to which the student belongs
- The student is prevented from attending by an unavoidable cause
- The student experiences a close family bereavement
- The student has an interview for a course or employment that will begin after their time in the sixth form comes to an end. Students should not attend interviews during the school day for part-time jobs
- University and employer open days (no more than 2 in an academic year)
- Work experience, if required in term-time, will be dealt with on a case-by-case basis.

The following reasons are not acceptable reasons for absence:

- To mind the house
- To look after a sibling
- To go shopping
- To celebrate a birthday
- Due to sleeping in
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or end of term
- Driving lessons
- Adverse weather conditions
- Difficulties with transport (it is the student's responsibility to arrive to school appropriately)

Cause for concern process in detail – flowchart:

