

## **KRS Sixth Form Attendance protocol**

The routines set out below should be followed by all students to ensure all absences are accounted for. Please remember that attendance should be 95% or above and absences avoided during term time and during the school day.

The reason for being in part of the Sixth form is to achieve excellence in learning. Research shows that attendance is crucial if students are to be successful post 16 because of this the Head of Sixth Form closely monitors attendance. Any concerns or issues that arise will result in a meeting initially with the student and eventually with parents if there is no improvement.

We appreciate that at times absences are unavoidable but that certain protocol must be followed depending upon the type of absence.

### **Known extended absence**

- You must collect and complete a leave of absence form to be submitted to the main office. This will then be reviewed and a decision made if the absence can be authorised.
- An absence linked to injury or medical reasons a parent must contact school to inform us of the expected length of absence and whether work can be completed in this time.

### **Medical appointments**

- If medical appointments cannot be made outside the school day students should where possible make every effort to avoid an appointment during a taught lesson and opt to use a study period
- If the appointment is known in advance it is the students' responsibility to let their tutor know and inform their subject teacher if a lesson is to be missed.
- If the appointment is made over the phone, parents can call to inform the office of the absence.

### **Illness**

- Students or their parents should aim to contact the office by 0745 on the first day of absence
- If the illness is for an extended period a call should be made each morning unless the length of absence is known and stated at an earlier point.

### **Missed work**

- If the absence is known or the student is able to work they must contact their subject teachers and the Head of Sixth to request work
- If the absence was unexpected or due to illness the student must on their return contact or see the relevant teachers to collect work and catch up as soon as possible.