

Post 16 Attendance Policy

You need to be in registration by 8.25am.

If you arrive after this time you will be marked late.

If you come in after 8.45am you must sign the late book.
(kept in the Post 16 library)

- A text will go home to say that you have missed registration
- Anybody marked absent in registration and not in the late book will be contacted at home.

A form should be filled in for absences that are known about in advance (this must be signed by your tutor). These need to be given to Mrs Hill.

- Proof of appointments will be needed
- Non urgent medical appointments and driving lessons should be arranged outside of lesson time
- Holidays in term time will not be authorised (missing one academy week equates to missing 20 hours of lesson time).

In all other cases the academy must be informed of your absence before 8.45am.

Should you wish to leave the academy at any point throughout the day you will need to sign in and out at reception.

Poor attendance or persistent absence without informing the academy may become a disciplinary matter. Exceptionally poor attendance may result in you being put on an attendance contract

- If your attendance is less than 90% you may be asked to pay for your own examination entries or you may be withdrawn from examinations.

Post 16 contact information

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