



POST 16 ATTENDANCE POLICY

Macmillan Post 16 Attendance Policy requires all students enrolled onto Post 16 courses to attend all timetabled lessons, personal development time and any other events organised by Post 16 or external providers.

The expectation is that all students in Post 16 will achieve 95% attendance or higher and display high levels of punctuality. Poor attendance and punctuality will affect academic attainment and may put the student's place in Post 16 at risk.

In the event of absence or lateness, students are expected to follow the protocols as outlined below.

Post 16 contact information.

Phone number: 01642 736583

Email – post16@macademy.org.uk

POST 16 EXPECTATIONS.

It is your responsibility to ensure high levels of attendance and punctuality.

You must arrive punctually and in good time for your first lesson of the day, according to your timetable

If you arrive after this time, you will be marked late. If you come in late, you must sign the late book which is kept outside the Post 16 Library.

Any student marked absent from a lesson and not in the late book will be contacted at home

Registration marks will be taken at your first lesson of the day and during personal development time. Attendance at personal development time is compulsory.

A Leave of Absence form should be completed for planned absences such as medical appointments (these should be signed by your tutor), then given to the Post 16 team in advance. Proof of appointments or evidence of long-term illness from a medical practitioner may be needed

In the event of illness, the Post 16 team must be informed of your absence before 9.00 am on the day of your absence. If your absence is ongoing, you must inform the academy every day of your absence before 9.00 am

Should you wish to leave the academy at any point throughout the day, you will need to sign out and when you return, sign in outside the Post 16 Library.

If a student becomes unwell during the day and needs to leave Post 16, they must notify a member of the Post 16 team before they leave either in person or via email.

For students who are in receipt of the Post 16 bursary, an attendance below 95% within a half-termly payment period, will potentially result in a percentage loss of a bursary payment.

Authorised Absences – Only if the Post 16 team is notified in advance.

- A medical appointment. If there is a long term or ongoing health issue, the student is expected to provide documentation from a medical professional as proof.
- A visit to a university to attend an open day or interview
- A career related interview
- Religious Holidays
- An agreed period of work experience/Post 16 work experience placement.

Unauthorised Absences

- Holidays in term time
- Part time work *
- Birthdays or similar celebrations
- Looking after younger siblings
- Driving lessons
- Failure to attend compulsory events organised within Post 16, even if these events are organised during periods when you are not in a timetabled lesson

* Macmillan Post 16 is a full time sixth form. Whilst we accept that students do have part-time jobs, students must not undertake work during the college day which impacts on timetabled lessons or personal development time. Studies have shown that more than 10 hours of paid work a week results in students dropping at least a grade at Level 3 nationally. Students must not allow part-time employment to affect Post 16 work or attendance. Full-time study commitments take priority over part-time work.