

Post 16 Attendance Policy

- You must be in 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 at Post 16 reception
- A text will go home to say that you have missed a lesson. 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 lunchtime tutorial. Attendance will be monitored across all subjects
- Attendance at lunchtime tutorial is ***compulsory***
- A Leave of Absence form should be completed for absences that are known about in advance, such as medical appointments (these should be signed by your tutor), then given to Mrs Hill in the Post 16 Library. 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 16 hours of lesson time). If there is no other alternative time to go on holiday, a yellow Holiday Form must be completed, signed by a parent/guardian and the Head of Post 16. This must be submitted at least one week in advance of your absence
- In all other cases the academy 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 in and out at main 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
- In order to make up missed lesson time, you may also be required to attend additional study periods or lessons which will be added to your timetable
- If your attendance is less than 95% you may be asked to pay for your own examination entries or may be withdrawn from examinations

Post 16 contact information

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