

Sixth Form Attendance



Sixth Form Attendance - Important information for students and parents/carers

At Longsands, our core purpose is to secure the best possible experience, learning, and outcomes for every young person for whom we have responsibility. As such our Sixth Form focuses on academic excellence and preparing students for post-18 studies and the world of work.

All of our courses are intensive, and students cannot afford to miss valuable teaching and study time. As well as timetabled lessons students also have non-contact periods on their timetables for, homework, independent study and enrichment activities. Excellent attendance enables students to keep up with the work required and secure positive academic attainment. Similarly, research clearly demonstrates a strong correlation between high absenteeism in schools and poor pupil attainment when completing Sixth Form study.

Students should therefore aim for at least 96% attendance each academic year. As a Sixth Form, we will challenge any attendance that falls below 96%. The Head of Year will meet with the student and give clear targets and objectives to ensure improvement is made. Parents/Carers maybe invited to attend meetings, if appropriate. Sixth Form students are not permitted to be employed during the Sixth Form learning day, and we will not authorise any absence that relates to this. Parents/Carers and students are reminded that they should not take term time holidays.

Lesson attendance information is regularly shared with parents/carers via Progress Review reports. Letters will also be sent, as required, to parents/carers raising concerns about students' attendance. This is to promote positive attendance and ensure that reasons for regular absence can be thoroughly understood to provide any support as necessary.

Planned Absence

In the case of planned absence, students are required to

- Email Mrs Walton elizabeth.walton@astrea-longsands.org and explain the reason for the absence stating the days/times that will be affected.
- Email teachers to inform them of your absence and to request to catch up with missed work
- For any absence of more than 1 day we request you complete an Absence Request Form and get this signed and approved by the Head of Year giving at least 2 weeks' notice. You can collect these forms from the Admin Office.

We have outlined some reasons below where absence is authorised and when evidence* is required as a guide.

- University Open days
- Religious Observations
- Apprenticeship/University/Post18 employment job interviews
- Bereavement
- Driving Test (practical and Theory)
- Hospital Appointments
- Dentist or Doctors' appointments
- **Evidence may be required if we have attendance concerns*

Unplanned Absence

- Please report daily absences clearly stating the student's name, tutor group and detailed reason for absence to elizabeth.walton@astrea-longsands.org
Absence line: **01480 223373**
- Students should email their teachers to inform them of the absence and to request to catch up with missed work
- If the absence is COVID-19 related, please ensure this is communicated to school as a matter of urgency. Please confirm any positive lateral or PCR testing results and if you have a positive PCR result, please provide the dates for the required isolation period and if there are any symptoms, when these started.
- If we have not received any contact, we will attempt to contact students and parents/carers to ascertain a reason for absence.
- If students are unwell during the Sixth Form learning day, they should seek support from the Sixth Form team or First Aid. If a student leaves site without notifying staff the absence will not be authorised and could be recorded as truancy.

Accessing and leaving the site

- All students are required to wear their lanyards. Students swipe their lanyards to gain entry or exit from the site.
- It is essential students sign in and out at the swipe card stations placed around the site. This will record if a student is on site and is used for safeguarding and fire evacuation purposes. It is imperative students do this even if they have lessons where further registers are completed.

If you should have any queries or concerns regarding attendance please do not hesitate to contact your Head of Year or email Mrs Baker our Attendance Manager via kelly.baker@astrea-longsands.org