

# The Canterbury Academy

A school for all the talents



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## **The Canterbury Academy Sixth Form Attendance Policy**

Punctuality and attendance to lessons can have a severe impact on the grades students will achieve. When students are in paid employment attendance is one of the key requirements of work. Any employer would address poor attendance and similarly so will we. Full attendance is therefore expected.

In Sixth Form, students are expected to have at least **90% attendance** for the best chance of achieving their target grade. If a student's attendance drops to between 80% and 90%, their final result is likely to be two grades lower than their potential result.

Similarly, if a student is just 5 minutes late to every lesson, this would equate to missing an entire lesson every week! This is the equivalent of missing nearly 4 weeks each academic year.

Due to the potential impact on student progress, subject teachers are expected to monitor attendance within their classes and contact the student and or parents with any concerns they may have. This may include details of missing work and the support available to complete this work. The procedure to follow is on the next page.

The Attendance Manager will be monitoring overall attendance to Sixth Form – not lesson specific. Therefore patterns where a student only misses a particular lesson may not be identified. Heads of College will be working with subject teachers and Heads of Faculty with interventions to ensure high levels of attendance.

The Attendance Manager will keep a log of all authorised absence and mark the registers as appropriate. For an absence to be authorised, the student must inform their Attendance Manager before the event, providing documentation as appropriate. If any student informs a subject teacher of an absence, please explain to the student that they need to inform their relevant Attendance Manager as well.

For some students it may be in their best interest to have a Freedom contract. This is where a student will agree with their teachers, Assistant to the Head of Sixth Form and Head of College to work from home for agreed lessons. Temporary contract forms are available from the Assistants to the Head of Sixth Form.

## Punctuality and Lateness Procedure

