



CALLINGTON COMMUNITY COLLEGE (ACADEMY TRUST)

SIXTH FORM ATTENDANCE POLICY

Outline

Callington Community College has high expectations of Sixth Form Students. The Sixth Form offers students a wealth of opportunity both academic and personal.

The Sixth Form is an important stage between compulsory education and higher/further education and employment. These next steps require a sense of commitment and responsibility. We would be failing our students if we do not make this a high priority in our expectations of them.

In order to make the most of these opportunities the college expects that Sixth Form students:

- Meet targets of 100% attendance for all lessons, tutorials and appointments.
- Arrive for lessons, tutorials and appointments on time.
- Attend all study support sessions arranged for them.

Sometimes absence is unavoidable. To clarify this, the following table shows what the College recognises as acceptable absence:

ABSENCE	AUTHORISED	Proof required in advance Head of Sixth Form
Personal Issues Accommodation/homelessness Funeral, Hospital visits (friends or relatives), Doctors/Dentist/Opticians/Orthodontist appointment, Religious Festivals, Student has child/dependant who is sick Student leaving to look after brother/sister/relative	At the discretion of the Head of Sixth Form	
Hospital Appointment	Yes	Student to bring evidence to Head of Sixth Form
Birthdays or similar celebrations	No	
Court Attendance	Yes	Student to bring evidence to Head of Sixth Form

Driving Lessons	No	
Driving Test – Practical	Yes	Student to bring evidence to Head of Sixth Form
Driving Test – Theory	No	
Examinations	Yes	Student to bring examination timetable to Sixth Form Office
Holidays	No	
Job Interview	Yes	Student to bring evidence to Head of Sixth Form
Lateness to Lessons	No	
Lesson cancelled/Teacher/Tutor absent	Yes	Teacher/Tutor to inform EMA Officer
Missed the bus/train, car broke down	At the discretion of the Head of Sixth Form	
Part or full time work which is not part of your Programme of Study	No	
Student on Work Related Learning	Yes	Student to provide proof of attendance to Sixth Form Office
Trip/Visit (educational) that is college authorised	Yes	Student to bring evidence to Sixth Form Office
University Open Day/Interview	Yes	Student to bring evidence to Sixth Form Office
Participating in extra curricular activities e.g. Drama, Music, Sport or Volunteering	Yes	Student to speak to Head of Sixth Form prior to event
Rehearsal for events relating to college e.g. Drama, Music and Sport	Yes	Student to speak to Head of Sixth Form prior to event

If a student wishes to attend something which is not authorised in the above table, please inform the Sixth Form Office in the first instance, and please be aware that the absence may be deemed unauthorised.

Should unauthorised absence occur on a regular basis the Head of Sixth Form will take appropriate sanctions where necessary, which ultimately could mean a student being asked to leave the College.

In the case of prolonged or repeated absences due to illness students may be requested to provide a Doctor's letter to confirm this.

If the situation continues please be aware the College may contact parents to discuss the issue and may involve the Schools Medical Officer should it prove necessary.

If there is still a query over an absence there will be a three week period from that absence during which the student may appeal to the Head of Sixth Form in order to resolve the issue. Following the outcome of the appeal it will be considered by the Headteacher whose decision is final.

To be reviewed annually in July

SH/July 2011