

# ATTENDANCE POLICY

Chatham & Clarendon Grammar School takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students.

All A level and Btec 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 private study and independent work.

If students are granted the privilege of studying at home in their non-contact periods, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should, therefore, aim for at least 96% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organized and someone who takes their responsibilities seriously.

All school staff will work with students and their families to ensure each student attends school regularly and punctually.

CCVI has an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

## SIXTH FORM ATTENDANCE

- Chatham & Clarendon Grammar School aims to:
- Ensure all students have an attendance record of at least 96%
- Make attendance and punctuality a priority for all those associated with the school, including students, parents, teachers and Governors
- Provide support, advice and guidance to parents and students
- Develop a systematic approach to gathering and analysing attendance-related data
- Implement a system of rewards and sanctions
- Recognize the needs and support of the individual student in the event of significant periods of absence

Partnership

## WHAT THE SCHOOL EXPECTS OF STUDENTS

- Attend regularly, on time and ready to learn
- When in school, attend all lessons and arrive to all lessons on time
- Register in lessons and tutor periods, attend all other timetabled sessions, including private study, assemblies and PSHE
- To sign in at Reception if they arrive later
- To inform a member of Sixth Form Team if there is any problem, which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours
- Provide a written request if they need to arrive late or leave early for an appointment or will be absent from school for a full/half day. This should be written and signed by a parent/carer and given to the Sixth Form Administrator, as soon as possible.

## **WHAT THE SCHOOL EXPECTS OF PARENTS/CARERS**

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school by telephone on the first day their child is absent for any reason by 8.30am and then on all subsequent days by 8.30am.
- To not take holidays in term time
- To speak to a member of Sixth Form Team if they know of any problem, which may prevent their child from attending school
- To provide evidence to support absence such as an appointment card/letter, or to provide a note, signed by the parent/carer, school explaining the reason for absence
- To write formally to the Head of Sixth Form to request exceptional leave of absence.

## **WHAT PARENTS/CARERS AND STUDENTS CAN EXPECT FROM SCHOOL**

- A Sixth Form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers Absences