



Malmesbury School

DEALING WITH NON-ATTENDANCE OF SIXTH FORM STUDENTS AT LESSONS PROCEDURE

When students enter the Sixth Form there is a greater emphasis in the school's expectation regarding the students' responsibility for their own learning; the vast majority of students take this change in their stride, responding well to the challenges of A Level courses.

There is a very clear and strong relationship between a good attendance record at school and academic success, and it is essential that all post-16 students are aware of the tutorials/1-2-1s. **Attendance is required at all timetabled lessons** and assemblies/extended registration/Excellence Programme. It is important that students realise that, when they sign up to return to the school in the Sixth form, they are signing up for a 'package' of courses, included within the Core Programme as well as their A Level programme. In fact, they are required to sign an agreement, with the school, that covers both their entitlements and the expectations of them as Sixth form students. Morning registration and assembly are essential in keeping a good communication between the school and students; a considerable amount of valuable information related to examination entry, school activities and university applications is communicated through registration and assembly time.

If a student is ill, has an appointment with a doctor or dentist, is attending a university open day or has a driving test (not a lesson), it is accepted that they would not be able to attend school. In these circumstances we ask that the absence is covered by a note from a parent/guardian if the student is below the age of 18. Once 18, a student must take responsibility for self-certifying such absences. These notes should be handed either to the tutor or the Faculty Assistant for the Sixth Form, and appropriate adjustments will then be made to our attendance records. If for any reason a member of staff is absent from a lesson, work will be set. Students should report to Student Services to ensure that they are recorded as present.

Should a student fail to attend a lesson, without adequate reason, the following procedure, common across most school and college Sixth Forms, will be adopted:

- a) A text message will be sent to a parent/guardian noting that the student in question is absent from a lesson.
- b) A verbal warning will follow if no adequate reason for the absence is provided.
- c) For additional non-attendance, a formal written warning to the student, with a copy sent home to parents/guardians, will be issued.
- d) If a student continues to miss lessons or other compulsory elements of Sixth form, then the school will apply sanctions in line with the school's Behaviour Policy.
- e) This may require the student to report to a senior member of staff for supervised study in all study frees, an internal inclusion or the student may be required to leave the Sixth form.

This procedure will be reviewed in 2022.

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