
MONTSAYE ACADEMY

SIXTH FORM ATTENDANCE AGREEMENT

Lesson Attendance

Excellent lesson attendance is one of the key factors in ensuring success with your chosen subjects. It is **YOUR** responsibility to be on time to all lessons, and to have an excellent attendance rate.

Your lesson attendance is reviewed on a weekly basis, and will be reported to your form tutor. In line with the whole school Attendance policy, all students are expected to maintain an attendance figure of **97% and above**. If your attendance falls below this, the sixth form team will discuss the issue with you to find out if there are any issues surrounding your attendance, and if there is any support we can offer you.

If your attendance falls below **97%**, we will contact your parents by letter to let them know, and your attendance will be monitored for four weeks to see if it improves. If, at the end of this four week period, your attendance has continued to fall, you will have a meeting with the Head of Sixth Form to discuss reasons for this decline in attendance. Following this, a continual decline in attendance could lead to your parents being asked to come into school to discuss this and, ultimately, you could be removed from the sixth form roll.

WHAT DOES YOUR ATTENDANCE FIGURE ACTUALLY MEAN?

100%	97%	95%	90%	85%	80%
190 days of learning	184 days of learning	180 days of learning	171 days of learning	161 days of learning	152 days of learning
0 days absent	6 days absent	10 days absent	19 days absent	29 days absent	38 days absent
EXCELLENT High attendance = high achievement = success		CONCERNING Attendance monitoring begins		SERIOUS CONCERN High impact on progress and can reduce life chances	

PLANNED ABSENCE

We are aware that some absences are unavoidable. Therefore, **the following absences will be authorised** by the Sixth Form:



- Driving practical test (booking confirmation to be presented)
- Attendance at a funeral
- University open days, interviews and auditions (booking confirmation to be presented)
- Hospital or orthodontist appointments which cannot be arranged outside school hours (an appointment card or letter will need to be presented).

It is your responsibility to inform Mrs McNish of any of the planned absences listed above, otherwise your absence will be logged as **unauthorised**.

If you are going to be absent from a lesson because you are taking part in a trip or activity with another class, this absence will be authorised.

The **following absences will not be authorised**:

- Holidays during term-time.
- Routine doctors /dentist appointments which could be made outside of school hours.
- Part-time work.
- Birthdays or similar situations.
- Looking after siblings or relatives.
- Accompanying a friend or family member to an appointment.
- Driving lessons.



If you have a planned absence, it is polite to let your teachers know in advance that you will be missing their lesson, and you should collect the work from them. It is your responsibility to ensure that missed work is completed in your own time

UNPLANNED ABSENCE

An unplanned absence is generally due to illness or an accident, meaning that you are unable to attend school without giving any notice. In this instance, the following procedure must be followed:

A parent or carer will need to contact Mrs McNish in the Sixth Form Centre before 9.00am on the first day of absence, and every day of absence which follows this. Mrs McNish can be contacted in the following ways:

- Phone: 01536 418844 ext. 3023
- Email: lmcnish@montsaye.org.uk

Your parent should state your name and the reason for your absence.

If your parent or carer is unable to contact Mrs McNish (if they are at work, for example) you may email Mrs McNish yourself to explain your absence. Mrs McNish will then follow this up with an email and text message to your parent, to ensure they are aware that you are not at school.

You will be coded as 'I' (ill) on the register. If you are absent with illness for more than three days, you will be expected to have a 'back to school' meeting with your tutor or a member of the sixth form team to see if you need any support.

If you have an unplanned absence, you should contact your teacher as soon as you are able to collect the work you missed.

PUNCTUALITY AND PROCEDURES

Signing in and out

As soon as you arrive on site, you MUST sign in with Mrs McNish in SF1.

If you need to leave the school site during the day, you must speak to a member of the Sixth Form team first, and collect an Exit Pass. You also need to sign out in SF1.

If you become ill during the school day and need to go home, please ensure you sign out of school and you let Mrs McNish know. A text will then be sent to your parents to let them know that you are unwell and have left the school premises.

Arriving Late

If you are late for any reason, you MUST sign in in the Sixth Form Centre before going to lesson. At the end of the lesson, you need to explain to your teacher why you were late, and to check that your teacher has marked you as 'late L' rather than 'absent N'. The number of 'late L' marks will be checked on a weekly basis, and if you are regularly late to class you may be called to discuss this with the sixth form team.

If you have not been marked present in lesson 1 by 9.00am, a text will be sent to your parents to enquire about your whereabouts. This is a **safeguarding concern**; we are responsible for you between the hours of 8.40am-3.00pm. If you are not here, we need to know where you are!

Truantiing from lessons

Mrs McNish conducts several spot checks on attendance throughout the week. If the registers show that you are not where you should be, and we have been given no reason for this absence, a text will be sent home to let your parents or carers know.

ATTENDANCE AGREEMENT

Please sign below to say that you have read and understand the information set out in the Attendance Agreement. Once you have signed, please detach this page and hand it in. You may then take the Agreement home for your reference. It would also be useful to share this information with your parents.

I understand the procedure for signing in and out of the Academy.

I know what to do if I am late for school.

I know what to do if I am going to be absent from school for any reason.

I understand the importance of good attendance.

I understand the process if my attendance begins to decline, and that this could lead to my place in the sixth form being revoked.

Print Name	
Signed	
Date	