



Policy Title:	Attendance Policy (Sixth Form)
Version:	1.7
Member of Staff Responsible:	Head of Sixth Form
Governors' Area Responsible:	FGB
Status:	Statutory
Date adopted by governing body:	March 2010
Cycle of Review:	Annual
Date for next review:	January 2026

Change Record		
Version	Date	Description
1.1	9.5.17	Updated key people and no Year12 study leave
1.2	May 18	Leadership names updated
1.3		
1.4		
1.5	October 20	Removal of the ability of students to leave the site at lunch. Change made in September 2020. Page 2. Home Study rule brought in to support COVID included on Page 2
1.6	November 21	Slight addition to the sentence on home study during the pandemic. Addition of tutor checks information
1.7	January 24	Removal of pandemic provisions. Addition of home study provision for Yr13. Changes to wording to improve clarity. Changes to responsibilities and actions.
	January 2025	Reviewed; no changes

"Settle College promotes the safeguarding and welfare of children in its care; all policies support the "Child Protection Policy"

ATTENDANCE POLICY (SIXTH FORM)

Settle College Sixth Form offers full time study for Post 16 students. Attendance is compulsory for all aspects of study and students are expected to develop levels of professionalism and reliability that will serve them well in the world of work and further study.

Study Leave can be applied for in Year 13 for the summer examination period. Study Leave will be granted only if the student has good attendance record and is on track to achieve their target grades.

Students are expected to be on school site from 8.35 until 15.20, attending all their scheduled lessons, which includes any sessions scheduled by teaching staff or the Sixth Form team.

Year 13 students may apply to study at home from January if they do not have scheduled sessions in the morning (periods 1 & 2) or the afternoon (periods 4 & 5); this is dependent on a student fulfilling all their responsibilities within Sixth Form, including full attendance.

Student responsibility for unforeseen absence

Students to phone Settle College Sixth Form Absence Phone Line (01729 822451) by 8.30am on each day of absence. Please leave a message on the answerphone.

This message will be emailed to the student's Tutor and Subject Teachers for the day in question. On return it is the students' responsibility to collect missed work from Subject Teachers, and to provide written authorisation of absence to their tutors.

Suggestions of examples of absence that would be acceptable: Illness, emergency medical/dental appointment, medical appointments that cannot be arranged after school or during holiday time, driving test, official study leave.

Suggestions of examples that would not be acceptable: Holiday during term time (without written permission from Head of Sixth Form), driving lessons and driving theory test, routine medical or dental appointments, unofficial study leave, missing lessons to complete unfinished work, part time work.

See the Head of Sixth Form if you are unsure about whether an absence would be acceptable.

Student responsibility for planned absence

Students to inform Tutors and Head of Sixth Form of any planned absence in writing as early as possible. Students to collect work in advance from subject teachers.

If attendance raises concerns the Sixth Form team will follow the action below. If attendance falls below 90% in a half term students will be invited to an attendance interview with their Tutor to discuss support available.

Attendance (which includes all sessions; form periods, lessons and scheduled study time) is compulsory in Sixth form.

Attendance Checks and Action

Head of Sixth Form and attendance officer meets every two weeks to discuss attendance

Step 1 concern - Parents/carers informed

Step 2 concern - Students, parents/carers and Head of Sixth Form enter a contract

Step 3 concern - Meeting with parents and written warning as appropriate