

Excellent attendance is as important in the Sixth Form as it is in years 7 - 11. In most respects therefore, The Castle School Sixth Form attendance policy adheres to the same core principles as those applied in years 7 - 11. Students are expected to attend all compulsory timetabled activities including registration, assembly and enrichment lessons.

At the start of year 12, students and parents are asked to sign to say they accept the terms laid out in the Learning Agreement (incorporating the Sixth Form Code of Conduct). This document outlines the key principles of attendance and the instances where Sixth Form practice varies from that in years 7 – 11. The signing and return of the Learning Agreement is a condition of entry to the Sixth Form. The terms of the Agreement include the following:

Registration

While students in Year 12 are required to register every morning with their Tutor group, year 13 students are currently only required to register on Mondays, Wednesdays and Fridays. On Tuesdays and Thursdays, Tutors are available for individual interviews.

The use of free periods

Students are encouraged to use their free periods for study purposes in the Learning Resource Centre and Study Centre. However, as stated in the Code of Conduct and Learning Agreement, students may leave the Sixth Form site during their free periods, lunchtime and break-time.

Unexpected absence

If students are unable to attend school because of illness or emergency, a parent or carer must contact Post 16 Reception on Tel: **01454 862150 at the earliest opportunity.**

Absence in advance

Parents/carers and students should avoid, if at all possible, making appointments during school hours. However, a student may request an authorised absence in the following circumstances: a university interview or open day; an educational visit; work experience or unavoidable medical appointments. Absence in advance may exceptionally be granted in other circumstances at the discretion of the Head of Sixth Form.

Students should complete a Sixth Form Absence in Advance and get this signed by the relevant Head of Year, or Head of Sixth Form, at least 1 week in advance of any planned absence. Forms are available from Sixth Form Reception. Please note that the completion of a form does not guarantee that permission will be given.

It is the responsibility of the student, following any absence, to find out what work has been set and to ensure that it is completed. The student must make an effort to contact the relevant teacher, if there are any issues with the work set.

A student who consistently misses timetabled activities may be placed on supervised study or on Sixth Form report. This could, ultimately, lead to the withdrawal of a student from Sixth Form study.