

# Kendrick School Sixth Form



## Attendance

This policy must be read in conjunction with the Whole School Attendance Policy as the Sixth Form shares its philosophies and values with regards to attendance with the rest of the school. A link to the policy is [here](#).

### Time in school

**Attendance and times of the school day:** The school day runs from 8.25am to 3.15 pm. Morning Registration is from 8.25 – 8.40am and students should be on time and present for this time. Students should be in their form rooms for 8.20am; students arriving after 8.25am will be marked as late. For Afternoon Registration, students should be in their form rooms by 1.05pm; after 1:10pm they will be marked as late.

**Lateness:** Students arriving after 8.25am are required to sign in via Inventory at Reception.

**Absence Notification:** Parents/carers are requested to contact the school if a student is going to be absent at the earliest possible opportunity, but before 9am. Please use the School Gateway App. If this is not possible parents should email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) to report the absence.

**First Day Response:** The Attendance Officer will contact home on the first day of absence if we are unaware of the reason for it, via School Gateway (text message).

**Monitoring of Attendance:** In the event of a cause for concern, the TLC will initially address the issue with the student and parents may be contacted if the concern persists. In more serious cases the Educational Welfare Officer (or, if it appears more appropriate, other professionals) may be consulted. If a student is absent through illness for a few days, it is the responsibility of the student to catch up with work missed. When the student returns to school, the tutor should help them to catch up.

### Time out of School

In each of the circumstances detailed below, it is the responsibility of the student to inform their form tutor as well as their subject teachers *in advance* of their absence and collect the work that will be missed.

**Illness, medical and dental appointments:** Students are encouraged to make appointments out of school hours. For unavoidable absence please notify the school in advance via the School Gateway app. Sign in and out at Reception.

**Study Leave:** Arrangements for Study Leave will be clarified prior to each internal or external examination season.

**University Open Days:** The priority in the Sixth Form is for students to maximise their time in the classroom to support their academic studies. However we do appreciate that as they plan for their future, visiting universities can be a valuable experience. As a rule, students are encouraged to visit universities at weekends, during the school holidays or on days when they are not required to be in school. Even when it is not an official Open Day, it is possible to get a 'feel' for the university. Authorisation is also granted for post-application visit days, as appropriate.

**Home Study:** Home Study may be taken on afternoons when a student has no timetabled lessons or DISPs. If students have a timetabled DISP, but would like to study at home, please check with the subject teacher to confirm that they are happy for you to do this. Sign out using your fob outside the library.

**Leaving the site during the school day:**

Students have permission to leave the site during the school day for a maximum of 30 minutes to visit the local shops.

Please note that this privilege of leaving the school site is monitored and may be withdrawn either individually or for all students at the discretion of the Head of Sixth Form and Senior Leadership Team. If a student has engaged in activities deemed unsuitable they will be spoken to by a member of the Sixth Form Team.

**Driving Lessons:** Please do not book driving lessons or theory tests during school time. Time may be requested to take the practical driving test if necessary.

**Absence during term time**

Kendrick School strongly disapproves of absences during term time. Each request for absence is considered individually. Requests for absence should be made to the Headteacher. If permission is not granted the absence will be marked as 'unauthorised'. Absences may be mentioned in references provided by the school to universities, colleges and employers. In line with current School Policy, any family holidays during term time will be recorded as unauthorised absences. See the Attendance Policy for further details.

**Religious Observance:** Requests for occasional days off for religious observance will be granted after a request has been made to the Headteacher.

**Sporting events, musical activities, theatre and drama productions and practices.** Requests for the above must be referred to the Headteacher for permission. Each request will be considered on its merits and permission will normally be granted. Consideration will be given to the following:

- There is no staff objection
- The activity will enrich the general education of the student
- The same student does not ask too frequently
- The student agrees to catch up on all work.

For productions a special licence from the Local Authority is required.