

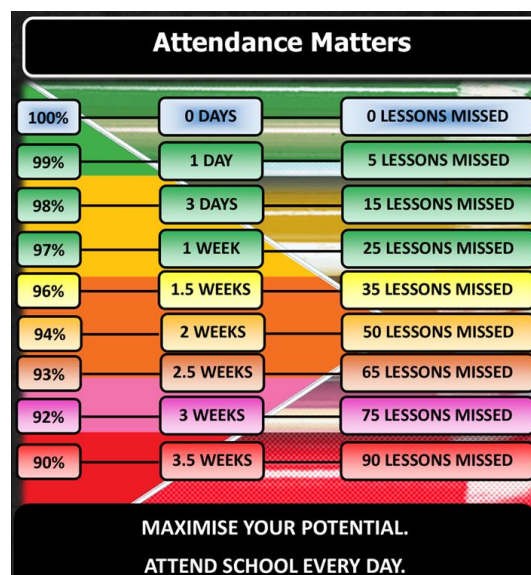
Sixth Form Attendance Guidance

Good attendance is mandatory in order to make good progress in school. We expect Sixth Form students to meet the high expectations we set for them and to demonstrate the school values of working hard, being kind and having passion. This document sets out the expectations around attendance in Sixth Form at Holmer Green Senior School and sits alongside our whole school Attendance Policy [HGSS Attendance Policy](#)

Aims:

This guidance outlines the expectations, procedures, and responsibilities regarding attendance for Students in the Sixth Form at Holmer Green Senior School. High attendance is crucial for academic success, personal development, and future opportunities. This policy aims to:

- Promote a culture of excellent attendance and punctuality.
- Ensure all Sixth Form Students maximise their learning potential.
- Support Students in overcoming barriers to attendance.
- Meet the school's commitment to providing a high-quality education for all Students, particularly disadvantaged and SEND Students.
- Align with the school's values: Work Hard, Be Kind, Have Passion, Pursue Excellence.
- Contribute to the school's improvement priorities, especially inclusion and closing gaps between groups of learners



Key Attendance Student Expectations:

- To maintain good attendance to school. Good attendance is defined as 95% or higher.
- To attend lessons in a punctual manner
- To be in their form room for morning registration at 8.45am.
- To inform the Attendance office if you are unable to attend school.
- To inform the Sixth Form Pastoral and leadership team if there is a reason why you cannot regularly attend school.
- To sign in on the Inventory system when you are arriving and leaving site.
- To make every effort to book medical and dental appointments outside of school hours.
- The following are NOT authorised reasons for absence:
 - Driving lessons- driving tests are authorised with prior permission
 - Part time work
 - Workload
 - Looking after the house or family members at home
 - Celebrating a birthday

Acceptable reasons for absence as outlined by the Department for Education:

- The student is too ill to leave the house
- Hospital/consultant appointments
- Emergency dental treatment
- A day of religious observance by the religious body to which the student belongs
- Close family bereavement
- Interviews for universities, apprenticeships or careers following sixth form- not part time work
- University and Employer open days
- Work experience where prior permission has been granted by the Assistant Headteacher Sixth Form

Key Attendance Parent Expectations:

- Parents/Carers must inform the school of any absence as soon as possible on the first day of absence, preferably by email to attendance@holmer.org.uk
- The reason for absence must be provided.
- Medical evidence (e.g., doctor's note) may be required for prolonged or frequent absences.

Key Attendance School Expectations:

At each stage of attendance monitoring, the following actions will be taken by the school in order to support students in improving their attendance. There will be a four-weekly review at each stage:

