

Dear Parents, Carers and Students,

I am writing to clarify the procedures and routines regarding Sixth Form attendance and punctuality.

Eckington School's Sixth Form attendance procedures and routines follow Eckington School's whole school attendance policy. We recognise our responsibility to promote the highest levels of attendance and punctuality by all students. Regular attendance is not only vital in the development of good learning and maximising student attainment, it also helps the development of a sense of community, of personal and social skills, as well as supporting safeguarding in its widest sense. In addition, the sixth form team recognises that good attendance and punctuality is both key to ensuring students succeed in their applications to university or employment and that these good habits support them in being successful in their higher education and future careers.

### **Punctuality:**

- Students are expected to be on school site by 8:30am. If students arrive to school later than this then they will be marked late. If this is the case, students will be required to stay after school on the same day until 3.30pm. Students will be allowed to work independently in the directed learning space during this time.

### **Medical Appointments:**

- If possible, please can medical appointments be made outside school hours. However, if this is not possible then we ask that appointments are made near the beginning or end of the school day to ensure as little disruption to a student's learning.
- Students must inform the LoSD/PSA of the appointment.

### **Driving Lessons**

- Driving lessons are authorised under the following rules:
  - Students must only take their driving lesson between 9am – 12.20pm and 1.20pm – 3pm. This ensures that students are in for both morning and afternoon registration which means that it will not affect their attendance figures, which will be required for university/ employment references.
  - Students can only take their lesson during a directed learning period.
  - Students must only take one hour's lesson per week during school time.
  - Students must inform the LoSD/PSA at least 24 hours prior to the lesson.

### **Driving Tests**

- Practical and theory driving tests will be authorised.
- Where possible, please book these at the beginning or end of the day so it minimises the impact on learning.
- Students must inform the LoSD/PSA via email at least 24 hours prior to the tests.

- Students should only take the necessary time out for the test and return to school once completed.

### **Paid work/ Job Interviews/training**

- Students must not, under any circumstances attend paid work during school hours.
- Students attending job interviews should make these outside of school hours.
- Students should not attend training for a paid job during school hours.

### **Illness – during the school day**

- If a student feels ill during the school day, a member of the sixth form team or subject teacher should be alerted and a first aider will be called.
- The first aider will assess the situation and decide whether the student should go home. If this is the case, the school will contact the parent to inform them.

### **Covid -19**

- During the pandemic, if a student is self isolating this should not affect their attendance figures. If a student is fit for school, but is unable to attend, they should be liaising with their teachers via email daily. Online learning is also now available on the website.

### **Holidays**

- All holidays will be unauthorised if taken in term time.

### **General absence including illness.**

- If a student is absent from school, the student or parent/carer should inform the LoSD and the attendance office as soon as possible via email or phone.

If a student is leaving school for any reason, students MUST sign out in the attendance office which is now situated in main reception. Students should leave through the front of sixth form and follow the most direct, outdoor route to Main Reception.

Yours Sincerely,

Katherine Needham

Associate Assistant Principal

Sixth Form and Student Leadership