



An Active Learning Trust School

Post 16 Attendance Policy

In order for students to meet their potential, regular attendance and punctuality is essential. The responsibility for ensuring this lies collectively with the student, parents/carers and the Academy. This attendance policy requires students to adhere to the same procedures as would be expected of them in the world of work. The policy applies to all Post-16 students at the Academy. This policy ensures the safety and wellbeing of students at all times, according to safeguarding regulations.

Failing to attend the Academy will:

- Affect your overall progress and development.
- Hinder your success rate for your subject choices.
- Reduce your chances of entry into AS or A2 examinations.
- Restrict your opportunity to participate in Post 16 events.
- May result in you being asked to leave the Academy for alternative Post 16 provision.

The Academy expects all Post 16 students to:

- Attend all registration sessions and all lessons. 100% attendance is the target.
- Attend tutorial, mentoring and enrichment programmes.
- Adhere to procedures laid out in this policy for informing the Academy about unforeseen and foreseen absences.

Authorised Absences

- Illness (parents/carers must inform the Academy by 10.00am on the first and each day of absence if you are ill or unable to attend, by telephone on 01354 606000 or email office@neale-wade.org. Please note unusual patterns of illness will be investigated).
- Specialist medical/dental appointments (an appointment card must be provided to authorise the absence prior to the appointment).
- A religious holiday if notified in advance (maximum 3 days).
- A visit to a university for an open day or interview (evidence of the day must be provided).
- A careers related interview (full-time employment only).
- Official practical driving test (appointment card required for authorisation).
- Work experience if it is an integral part of the course and is unwaged.
- Attendance at a funeral.
- Participating in extra-curricular activities (e.g. drama, music, sport, volunteering) where this reflects a significant level of personal achievement.

All authorised absence requests must be accompanied by a letter from parents/carers.

Unauthorised Absences

- Driving lessons.
- Theory driving test.
- GP and dental appointments (unless in an emergency).
- Part-time jobs/interviews.
- Holidays.
- Birthdays or similar celebrations.
- Babysitting younger siblings.

Parents/carers will be notified of any unauthorised absences by the Academy.

Leaving the Academy during the day

- Students who feel unwell and wish to leave the Academy should inform the Post 16 team or student reception. If your absence is supported, contact will be made with parents/carers.
- Students will be able to leave the Academy at lunchtime if they do not have any lessons in the afternoon (providing parents/carers have signed and returned the Academy Release form).
- Leaving the Academy during the day for a medical appointment without prior warning will not be authorised and confirmation from parents/carers will be required to allow the student to leave.

All students leaving the Academy for any reason must sign out a student reception.

Rewards for good attendance

- You are more likely to be successful on your chosen courses.
- If you are eligible for a bursary, payment is reliant on full attendance to lessons and registration, as well as behaviour and attitude in lessons.

If your attendance becomes a noticeable problem action will be taken, namely:

- Your attendance will be monitored more closely according to Academy policy.
- You and your parents/carers will be asked to come into the Academy for a meeting with the Assistant Principal – Head of Post 16.
- You may be asked to leave if
- your attendance is so poor that it is seriously hindering your progress.

The list of acceptable and unacceptable absences is not exhaustive and the Academy reserves the right to amend the list and to monitor and investigate patterns of absence.

Student Name:

Signed: Student

Signed: Parent/Carer

Signed: On behalf of Neale-Wade Academy