



Saint George's
Church of England School

Sixth Form

Attendance Policy

July 2025

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Attendance Expectations

Attendance and punctuality are essential to academic success and personal development. Sixth Form students are expected to meet the following attendance requirements:

- Students must attend school every day during term time unless absence is authorised.
- Students must arrive on site by 8:40am for morning form time (8:40–9:00am).
- Attendance at all timetabled lessons is compulsory, including:
 - Wednesday enrichment sessions
 - Friday personal development sessions
 - Form time (AM & PM)
 - Church worship
- During non-timetabled periods, students must remain on site and work in designated study areas such as the Study Centre.
- Students may leave the site at lunchtime but must return by 1:50pm for afternoon form, regardless of whether they have an afternoon lesson.
- Students are required to remain on site during Period 5 (2:10–3:10pm) and use the time for independent study, even if they do not have a lesson.
- The school day concludes at 3:10pm.

Authorised Absences

Absences will only be authorised for the following reasons, provided appropriate evidence or notification is received:

- Illness (confirmed by a parent/carer via email to the Sixth Form Team or Attendance Office)
- Medical appointments (confirmed by a parent/carer via email, with evidence where possible)
- University or apprenticeship interviews
- Attendance at university open days or participation in widening access programmes
- Driving tests (theory or practical)





- Exceptional circumstances at the discretion of the Headteacher (e.g. a family funeral)
- Participation in approved sporting events
- Religious observance
- Suspension or exclusion from school
- Work experience placements (only if organised through the school with completed paperwork and safeguarding checks)
- Unavoidable circumstances (e.g. emergency travel disruption, school closure)

Unauthorised Absences

The following reasons will not be accepted as valid for absence and will be marked as unauthorised:

- Driving lessons
- Part-time job interviews
- Family holidays during term time
- Leaving school early to complete study periods off site
- Oversleeping or missing transport
- Personal errands (e.g. shopping)
- Collecting or dropping off siblings
- Revising for a test or examination
- Caring for a pet
- Misreading the timetable

Sixth Form Team Responsibilities

- Morning form tutors take attendance registers at 8:40am.
- Parents/carers of absent students are sent a text message by 9:30am.
- Attendance in all lessons is monitored throughout the day, and any unexplained absences are followed up by the Sixth Form Team.





- Afternoon form attendance is taken at 1:50pm, with absence texts sent to parents/carers by 2:15pm.
- If no contact has been made and no explanation for absence has been provided by the end of the school day, the student will receive an attendance email. A phone call will be made where possible to a parent.
- If a student accumulates three days of unauthorised absence without contact from parents/carers, a home visit will be conducted by a member of the Sixth Form Team.

Parents/Carers Responsibilities

- Notify the Sixth Form Team via email by 8:30am on each day of absence, clearly stating the reason.
- For medical appointments, provide supporting evidence where possible.
- Ensure contact is made with the school on each day of absence unless otherwise agreed.

Sixth Form Team Sanctions for Poor Attendance

- Missed or late sessions from the previous week (lesson, form, enrichment or personal development) will be made up on curriculum catch up on a Tuesday evening 3.10pm – 4.30pm
- Attendance report
- Missing a curriculum catch up session will result in student being placed into a whole school detention the following day
- Missed whole school detention will result in the student being placed into isolation room
- If attendance drops below 85% in year 13, the school reserves the right to withdraw exam entry for the final exam

