

SIXTH FORM ATTENDANCE

Authorised and unauthorised absence



For unplanned absence from Sixth Form (e.g. general illness), a parent or carer must notify the School via ClassCharts, phone the Absence Line or email/text to account for the absence ideally by 9AM on each day of absence. If the absence is likely to last more than two days, the parent/carer should aim to contact the HOY and/or HOSF to share finer details in the hope we can support returning to school as soon as possible.

Students should book appointments, tests, and so on during free periods to ensure they do not miss out on learning time. Authorised absence is an absence which has been approved in advance by the Head of Sixth Form or Heads of Year only. The table, below, shows what is and is not likely to be authorised and the evidence required for authorisation to be given.

Absence	Authorised?	Evidence required
Birthday	No	N/A
Driving lesson	Yes but only in Frees/SFSR slots.	N/A however this may be asked for upon request by the Sixth Form Team
Driving test	Yes	Official confirmation shown to the Sixth Form Team
Driving theory test	Yes	Official confirmation shown to the Sixth Form Team
External examinations	Yes	Official detail shown to the Sixth Form Team
Extra-curricular activity	Discretionary	Student to discuss with Head of Sixth Form/Heads of Year.
Funeral	Yes	Parent / carer to contact L Powell/HOSF/HOY
Leave of Absence for exceptional circumstances	Discretionary	There is an expectation that the Parent / carer will contact the Attendance Office at Southam College. A form will need to be filled in and response will be provided. No fines will be issued but this may be unauthorised.
Interview	Discretionary	Student to bring evidence to Head of Sixth Form/HOY for discussion.
Medical appointments	Yes	Official detail shown to the Sixth Form Team. Signing in and out on the iPads is compulsory. Catch up on work across all subjects due to absence.
Religious celebration observation	Yes	Parent / carer to contact L Powell/HOSF/HOY
Open Days (college, university, etc.)	Discretionary	Student to complete "Uni open day request" up to 6 over duration of May 2024 - Feb 2025. HOSF/HOY to confirm approval. Teachers to also sign. Catch up on work across all subjects due to absence.

*Sixth Form Team includes Heads of Year/Head of Sixth Form/Mrs Powell. Information can be shared with the Learning Mentors/Tutors but this will need to be forwarded to the HOY/HOSF for decisions on the above.

*Note: It is compulsory to sign in and out on the iPads in the SFSR room. We also expect that students catch up on work missed due to absence at the earliest opportunity.

1 - Students can book driving lessons during free periods only. Students must be punctual to any timetabled session following a driving lesson. This is a privilege which will be withdrawn for students who do not adhere to our expectations relating to attendance, behaviour, and academic commitment.

Official = an email / text message or similar which is directly and obviously from the relevant organisation. For example, a text message from your dentist confirming the date and time of your appointment.