
Attendance & Punctuality Policy

Fearnhill Sixth Form



FEARNHILL
SCHOOL

Attendance & Punctuality Policy

We hope that poor punctuality and absence will be rare. It is important at sixth form level to maintain the continuity of work. Please do not make holiday arrangements in term time.

Registration

You are expected to be punctual each morning and afternoon to registration at Fearnhill.

Punctuality

Registrations begin at 8.40am and 2.05pm. Please ensure that you arrive in good time to be marked present.

If you arrive at 8.45am in the morning or 2.10pm in the afternoon, you will be marked on the register as being late with an 'L'.

If you arrive after 8.50am onwards or 2.15pm onwards for afternoon registration, you will be marked on the register with a 'U'.

Students who arrive late for registration **or lessons** will be asked to make up the time during a specific lunchtime as follows:

2 x Lates = 20mins supervised silent study during lunch

2 x U Marks = 40mins supervised silent study during lunch

Should you miss Registration, you must sign in using the 'Signing In' sheet outside the Sixth Form Office. This is a Fire Register to record students that are in school after the registrations have been taken in the morning; therefore it is important that you do let us know whether you are in or out of school, including lunchtimes should you wish to go off site.

If you are in school but fail to attend a lesson, subject teachers will inform the Sixth Form office. Refusal to attend any lesson will result in you subject teacher contacting parents/carers and issuing an L2 sanction.

Signing out of school

Sixth form students are **expected to remain on site during school hours**,

You are only permitted to leave school during the day:

1. To go to Highfield for lessons
2. For an agreed appointment/visit
3. Lunchtime – 1.10pm-2.00pm
4. If permission has been given by your tutor or Head of Sixth.

Anybody found off site for any unauthorised reason will be sanctioned with an L2.

Similarly, anybody leaving the school site without signing the Fire Register will be sanctioned with an L2.

Lessons at Highfield

If you have lessons at Highfield, your attendance will be registered within those lessons and any absence will be reported back to Fearnhill.

When attending or returning from another school, please ensure that you sign in/out at Reception at Highfield or at the Sixth Form Office at Fearnhill, as these are the fire registers.

If you have a lesson first thing at Highfield, you do not have to register at Fearnhill, but go directly to Highfield in time for your lesson.

Lanyards will be provided at Highfield for you, stating your name and the subject you are being taught there. These are to be collected on arrival at Highfield and returned when signing out.

Sickness and Absences on the day

If you are unwell or unable to attend school that day, we expect your parent/carer to notify the school of your absence, giving the reason, as soon as possible on each day of absence by the following means:

- **Telephone: 01462 621200**
- **Email: headsofsixth@fearnhill.herts.sch.uk**
- **Schoolcomms**

Known Absences

If you know in advance that you will be absent, please print off an **Absence Form** from the Sixth Form Shared Area, which must be signed by all your subject teachers, as well as your Tutor.

Evidence of your absence request should be attached to the form, for example:

- An appointment card
- Confirmation letter / email
- Letter request from your parent/carer

Your Absence Form is to be returned to the Pastoral Care Co-ordinator and will be logged on SIMS as an authorised absence. The completed Absence Form will then be filed for future reference.

Doctors and Dentist appointments should **not** be made during the school day.

We are aware that **Hospital/Physio and Orthodontist** appointments are not flexible and therefore as long as an Absence Form is completed, these will be authorised.

Driving Lessons are not authorised and should be booked for after school. Time off for your Theory and Driving Test will be authorised. Please follow the procedure for known absence, as above.

University Open Days, Taster Days and Interviews

You are entitled to 5 authorised days to visit universities on their Open Days/Taster Days. Interviews should be arranged during your non-contact time, avoiding missing lessons, but will also be authorised.

Teacher Absence

If your teacher is absent from school, they will set work for you to complete in your usual classroom.

Your teacher may either email you the work, or leave instructions with another member of staff to pass on to you.

Please remain in the subject classroom for the duration of the lesson.

Authorised Absences

- Illness *
- Hospital
- Orthodontist
- Physio
- Open Days
- Educational visits
- Driving Test (inc. theory)
- Exceptional circumstances

Unauthorised Absences

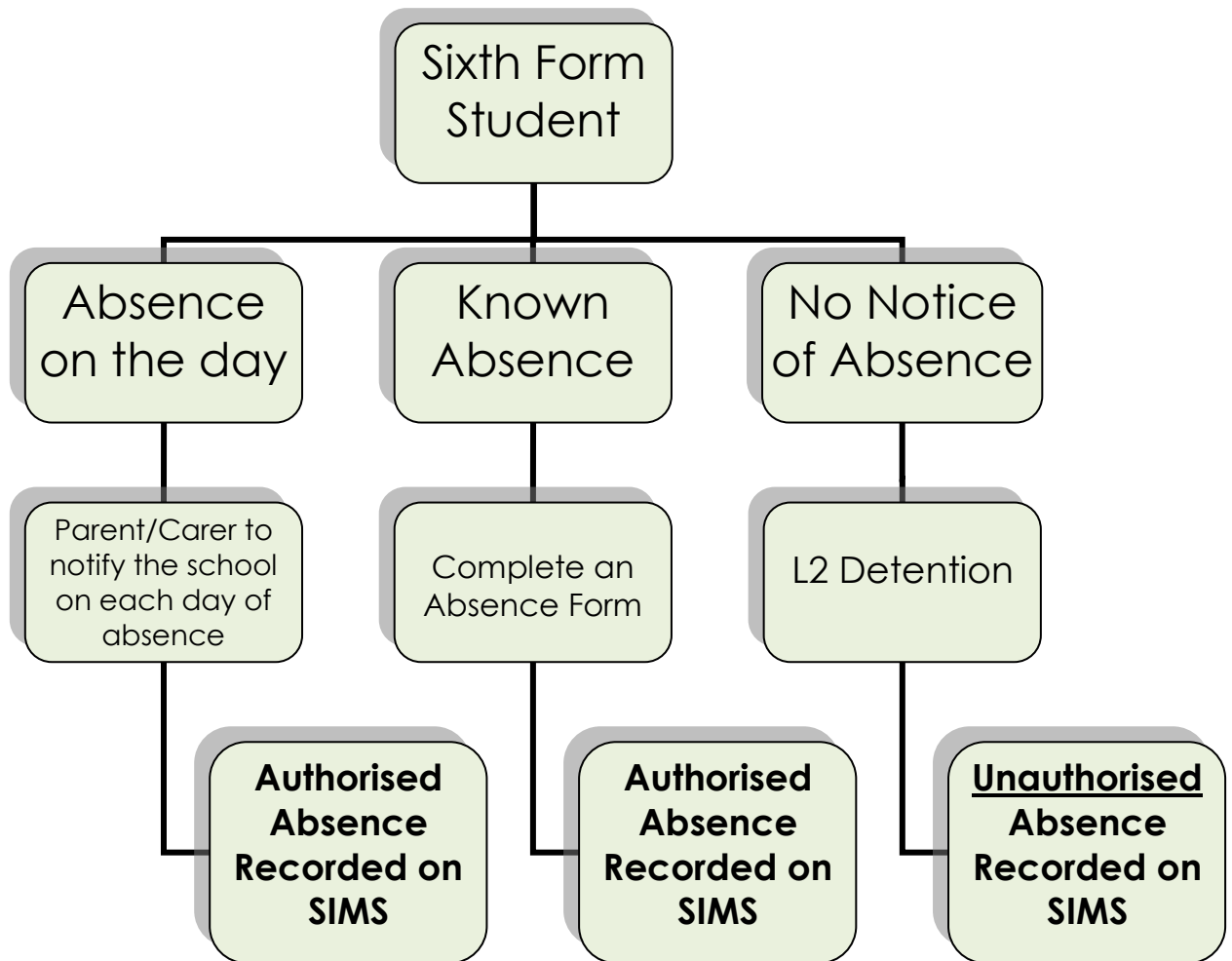
- Doctors
- Dentist
- Holidays unless agreed by the Headteacher
- Driving Lessons

Absences will only be authorised if you have followed the correct Absence Procedure

Evidence of appointments may be necessary

If in any doubt, please check by emailing headsofsixthform@fearnhill.herts.sch.uk

Absence Reporting Flowchart



All attendance, punctuality and absences are recorded on SIMS.

References requested from employers or universities will include a print out of the above in a report format.