**ATTENDANCE/ABSENCE/PUNCTUALITY**

**Attendance**

* Students are required to register in person with his/her tutor at 8.50 am each day. Attendance will also be electronically recorded at every lesson.
* Research shows that attendance below 90% equates to a drop in achievement of one grade.
* If a student has a genuine reason for absence parents/carers must inform Sixth Form Reception by 8.50am by email to [6thformoffice@littleheath.org.uk](mailto:6thformoffice@littleheath.org.uk) or by telephoning (0118) 9439549 for each day of absence.
* If a student is absent with no reason received from parents/carers a text message will be sent home on a daily basis.
* Non-emergency dental/doctors appointments and driving lessons should not be arranged during the school day
* Students who have been absent must ensure that all work missed is followed up by liaising with subject teachers.
* A central record of attendance is reviewed weekly by the Heads of Years and letters are sent home to parents for students whose attendance is a cause for concern.
* Parents/carers may be called in for a meeting if we are concerned about attendance.
* Persistent poor attendance may jeopardise a student’s place at Little Heath Sixth Form

**PUNCTUALITY**

* Students should be punctual and arrive for **all** lessons and registrations on time.
* The numbers of minutes late to lessons are recorded on our electronic system and monitored on a weekly basis
* If students accrue more than 15 minutes late to lessons in a week they will be required to serve a detention at 8am on Friday morning with one of the Sixth Form Team (this carries over to the following Monday if a student does not attend and may result in a Headteacher’s detention if a student continues to miss their detention).

**HOLIDAYS**

* Students must not arrange holidays during term time. Such absences will be treated as unauthorised and, depending on the degree of subject content missed, may call into question the student’s entry for examinations and jeopardise his/her place on courses.

**UNIVERSITY OPEN DAYS**

* Students are permitted to attend up to 4 university open day visits in term time
* Permission must be requested via our absence form which is available from Reception
* We also have available a University Open Day Checklist which students may find useful for these visits.