

Attendance

In the Sixth Form, it is more important than ever that you do not miss lessons. High attendance means that you have a higher chance of success. Students with 95%+ attendance almost always meet or exceed expectations. Low attendance – less than 90% often leads to underperformance, failure to meet course requirements and is likely to affect: continuation on courses, participation on trips/visits, suitability for senior positions in student leadership teams and your invitation to the Year 13 Leavers Prom/Rewards Day.

Excellent attendance is important whether in school, university or employment. There is a strong correlation between attendance and achievement. Aim for 100% attendance with any absence being unavoidable. Whatever the reason for absence, it is your responsibility to catch up any missed work.

Students must attend all timetabled lessons including non-option subjects eg compulsory registration, General RE, Activities.

Absence – contacting school

If a student has an unplanned absence and cannot attend eg due to illness then the parent/carer must contact the school via the Gateway or email the office lharte@mcauley.org.uk This must be done for every day of absence.

Absence – contacting home

Parents/carers will receive a text on the first day of absence if a student is marked absent from their first lesson and we haven't received any communication from home. It is essential that parents/carers respond to these SCHOOLCOMMs. Parents/carers will receive a 'Safe and Well' check at the family home by a member of the Safeguarding Team if there is persistent non-response to school communications about absence.

Planned absence - an Absence Request Form along with supporting evidence should be submitted to Miss Harte in the Sixth Form Office at least 2 days before any planned absence. Please arrange non-urgent medical appointments e.g dental check-ups. Students are expected to make medical appointments outside school hours, where possible, to avoid missing taught lessons.

Holidays

Holidays taken in term time will be unauthorised. This is particularly important in June and July when all students will be continuing with their A level studies. Please contact the Sixth Form Administrator in the first instance if you are planning to go on holiday in term time to avoid unnecessary communications and staff pursuing 'Safe and Well' visits.

Open days – Most universities now offer Open Days on weekends and in holidays. Attend these when possible in order to avoid missing lessons. Students are allowed a maximum of 2 school days per year to attend career related events such as apprenticeship fairs and university open days if weekends are not offered.

Punctuality

Be prompt to all lessons, please leave the common room in time to allow transition to other sites. The bell will only go at the start of lesson time. It is your responsibility to set off before the bell to ensure you are there on time. You may use alerts in your phone whilst at Sixth Form