



Sponne School

Inspiring Achievement

The school values excellent student attendance. It recognises this plays an essential part in ensuring our students achieve to their best ability in all areas of school life.

SIXTH FORM

SCHOOL ATTENDANCE

at

SPONNE SCHOOL

September 2022 - July 2023

GOOD ATTENDANCE MATTERS

We are proud of our students' excellent attendance record and monitor individual student's attendance to ensure they are accessing all available aspects of their education.

Students whose attendance is good: (96% +)

- Make progress and have a better understanding of lessons
- Achieve their best results
- Sustain friendships
- Are rewarded with termly credits and certificates at the end of the academic year

Students whose attendance is unsatisfactory: (under 90%)

- Get behind with their work
- Do not understand lessons so well
- Achieve lower grades than their potential indicates
- Find it more difficult to maintain friendship groups

Parents whose young person's attendance continues to be unsatisfactory:

- Need to support their young person to feel positive about school and value their education
- There is a legal requirement for you to ensure your child attends regularly
- Need to contact school to discuss any difficulties so that an action plan can be put in place
- Can be fined
- May be asked to provide medical evidence for each period of absence

When can/should I keep my young person away from school?

The school can authorise an absence in the following circumstances:

- Genuine illness, including Covid-related symptoms
- A family crisis
- Religious observance

Medical appointments should be made outside of school hours. Where this is not possible, students should attend at least one session (morning or afternoon) dependent on appointment time.

These reasons for being absent are NOT ACCEPTABLE (this list is not exhaustive)

- Shopping
- Looking after younger siblings
- Having a birthday
- Oversleeping
- Staying at home for deliveries/workmen
- Paid work

Special Leave

The law gives NO entitlement to parent/carers to take their young person on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Headteachers would not be expected to class any term-time holiday as exceptional.

The Request for Special Leave form is available from Student Services.

What does 'good' attendance mean?

- 95% to 100% attendance - when a student arrives on time and attends every lesson every day

What does 'unsatisfactory' attendance mean?

- Attending 94% of the time or less. This will have a serious effect on learning
- *One day's absence every two weeks will give 90% attendance*
- Continual lateness to registration and lessons

SIXTH FORM SIGNING IN & OUT PROCEDURES

Year 12 Students

Year 12 students are expected to be in school from 8:45 am - 3:05 pm, Monday to Friday, must sign in and out with the InVentry system located in the Sixth Form Area, Student Services, Music Block and by the front of school. Year 12 lanyards will allow students off-site at break and lunchtime only. If students need to leave site for a [Sixth Form Advanced Notice of Absence](#) appointment students must complete the Google Form (including providing evidence of the appointment) and sign out with Mrs Freer in the Sixth Form Area only.

Year 13 Students

Year 13 students can come in for their first lesson of the day. If this is period 2 onwards, students need to sign in using the InVentry system located in the Sixth Form Area, Student Services, Music Block and front of school.

- Students are expected to be in all registrations until October half term in order to complete personal statements and Post-18 applications leave the school site for a [Sixth Form Advanced Notice of Absence](#) Google Form
- After October half term, Year 13 students will allocated certain registrations that they do not have to attend. If attendance drops at any time, this privilege will be revoked (individual basis)

Remember you must sign out (and back in) using the InVentry system when going off-site at break and lunch times also. These are important health and safety/safeguarding requirements and must be followed at all times.

Lateness and punctuality

All sixth form students must be at their lessons on time. If students are late to their lessons, unless for a legitimate reason, they will incur a late minute detention at lunchtime. Any truancy from lessons will be allocated a 30 minute detention with the relevant faculty.

Sixth Form absences

All sixth form students need to complete a "[Sixth Form Advanced Notice of Absence](#)". These can be found on the school student dashboard and are required for absences such as medical, driving lessons/tests, university/apprenticeship visits etc. Please note that driving lessons should not be booked during lesson time, including Structured Study. Medical appointments should not be booked during lesson or Structured Study, unless essential. university/apprenticeship visits and driving tests are authorised in school time.

**Lesson 1 is at 8.45am
Afternoon registration is at
1.45pm-2.05 pm**

The school sends an email to parent/carers where a call has not been received regarding a student absence.

What should parent/carers do if their young person is absent?

**Call the Sixth Form Absence Reporting line on
01327 350284 - ext 119 before 9:00am**

or email

Sixthformabsence@sponne.org.uk

Please state clearly your young person's name, tutor group,
the reason for absence.

Please note that we require a call
each morning of a student's absence.

The telephone line has an answer phone and
is available 24 hours a day.

01327 350284 - ext 119

or email

sixthformabsence@sponne.org.uk