Dream Believe Achieve

Sponne School
A Music & Science Academy

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 2026 - July 2027

## 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 and recognised in achievement assemblies

**Students whose attendance is unsatisfactory: (under 90%)**

- Get behind with their work and have gaps in learning

- 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
- 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
- A family crisis
- Religious observance

**Medical appointments** should be made outside of school hours. Where this is not possible, students should attend prior and/or post the appointment 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
- Holiday

**Special Leave**

The law gives NO entitlement to parents/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 on the students dashboard.**

**What does 'good' attendance mean?**

- 96% 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 and personal outcomes
- *One day's absence every two weeks will give 90% attendance*
- Continual lateness to Tutorial lessons 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. They must sign in and out with the InVentry system (using their identification card on their lanyard) 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 White in the Sixth Form Area only.

**Year 13 Students**

Year 13 students must attend the morning Tutorial lesson and be onsite at 8.40am. Students are expected on site during study lessons for term 1 initially. Students can earn offsite privileges to take study lessons off site if their attendance, progress and behaviour is positive- this is at the discretion of the head of sixth form.

- Students are expected to be in all Tutorial lessons until further notice, in order to complete personal statements and Post-18 applications leave the school site for a Sixth Form Advanced Notice of Absence Google Form.

**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 and persistent lateness will mean a PLL lunch detention.

**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.

## Morning Tutorial lesson is at 8.45am
## End of the school day is 3.10pm

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

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

**Call the Sixth Form Absence Reporting line on**
**01327 350284 - ext 7119 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 7119

**or email**
**sixthformabsence@sponne.org.uk**