

Attendance expectations

- Sixth Form absence - admin will contact home by break time (same arrangement as lower school) notifying them of an unexplained absence from school.
- Staff to remind students they must take a paper register if their teacher is absent and hand it in to the Sixth Form attendance officer on the day of the lesson.
- Staged process for attendance in Gordano Sixth Form is as follows:

Intervention	Managed By	Duration
95%+ - no intervention	NA	NA
<ul style="list-style-type: none"> • Stage 1 - Attendance support plan • 90 - 95% attendance over four weeks • Form tutor to meet with student. • Form tutor to contact home 	Tutor	4 weeks
<ul style="list-style-type: none"> • Stage 2 - HOY intervention • Students at 80% - 90% over four weeks OR • Students who have not improved following Stage 1 • HOY to meet/phone parents to notify and discuss attendance. • HOY meets weekly with student. 	HOY	4 weeks
<ul style="list-style-type: none"> • Stage 3 - SLT intervention • Students below 80% attendance OR • Students who have not responded to stage 2. • SLT link to discuss attendance and meet with parents. • Timeline and conditions for improvement set 	KS5 SLT lead	4 weeks
<ul style="list-style-type: none"> • Stage 4 - Final intervention • In rare cases where students have not improved following stage 3, a meeting with the Headteacher, parents and the student may be necessary. • If Gordano Sixth Form is not the right provider for the student, a careers exit interview may be arranged. 	Headteacher	Bespoke

Absences in School

Absence	Authorised?	Supporting documentation required
Medical issues/illness	Yes	Parent/student to contact the Sixth Form absence line/email address
Medical appointments e.g., doctor, dentist, orthodontist, hospital	Yes	Medical appointment card/email
Funerals	Yes	Parent to contact Sixth Form office
Birthdays or similar celebrations	No	
Open Days/Summer schools and university interviews	Yes	Fill out the BLUE form at least one week beforehand and return to the Sixth Form office with the teachers' signatures
Driving Tests/driving theory tests	Yes	Fill out the YELLOW form at least one week beforehand and return to the Sixth Form office with the teachers' signatures
Driving lessons	No	
Work Experience	Yes	Fill out the BLUE form at least one week beforehand and return to the Sixth Form office with the teachers' signatures
Taking care of younger siblings	No	
Term time holidays	No	Fill out the YELLOW planned absence form and return to Sixth Form - at least one week beforehand
Special occasions/family emergencies	At school's discretion	See note below - Fill out the YELLOW planned absence form and return to Sixth Form - at least one week beforehand

For special occasions and family emergencies Gordano Sixth Form will be as supportive as we possibly can but we are obliged to consider the following factors:

- The nature of the event
- Frequency of requests/absences required
- Overall attendance of the student
- Other extenuating circumstances