



Duke's Sixth Form Attendance Policy

Attendance is closely monitored. Poor attendance is not tolerated in sixth form

- Students are expected to be in school every day. 8.40am – 2.45pm
- All students must sign in at the student doors when they arrive. Any student arriving after 9.00am will need to sign in at the main reception.
- Students will go straight to registration at 8.40am
- Your attendance target is 97% which means having no more than 5 days off
- Students with over 95% attendance at October half term will be awarded signing in & out privileges
- **Medical/dental appointments and driving lessons should not be made in school time.**

| Attendance Strategy Summary | | |
|------------------------------------|--------------|--|
| | 95.1% - 100% | Rewards for tutor groups Selected for trips Celebration board in Sixth Form Area |
| | 90.1% - 95% | Support from specialist NCEA staff to improve attendance Head of Sixth Form tracking Regular phone calls 4 week monitoring periods Meetings and attendance panels in school Withdrawal of 16-19 Bursary payment |
| | 90% or below | Referral to Academy Education Welfare Officer Further monitoring periods Warning notices- Place in Sixth Form reviewed |