

Illness during the college day

If you are at college and feel you have to go home early due to illness you will need to see your Progress Tutor. If you cannot find them you may see a member of staff at reception.

College related trips and visits

If you are going to be absent from any subject or enrichment classes because you have an activity planned in a different subject, your absence will be permitted. It is polite to inform teachers of any classes you will miss in advance and make sure you know what work you will be covering.

Arriving late

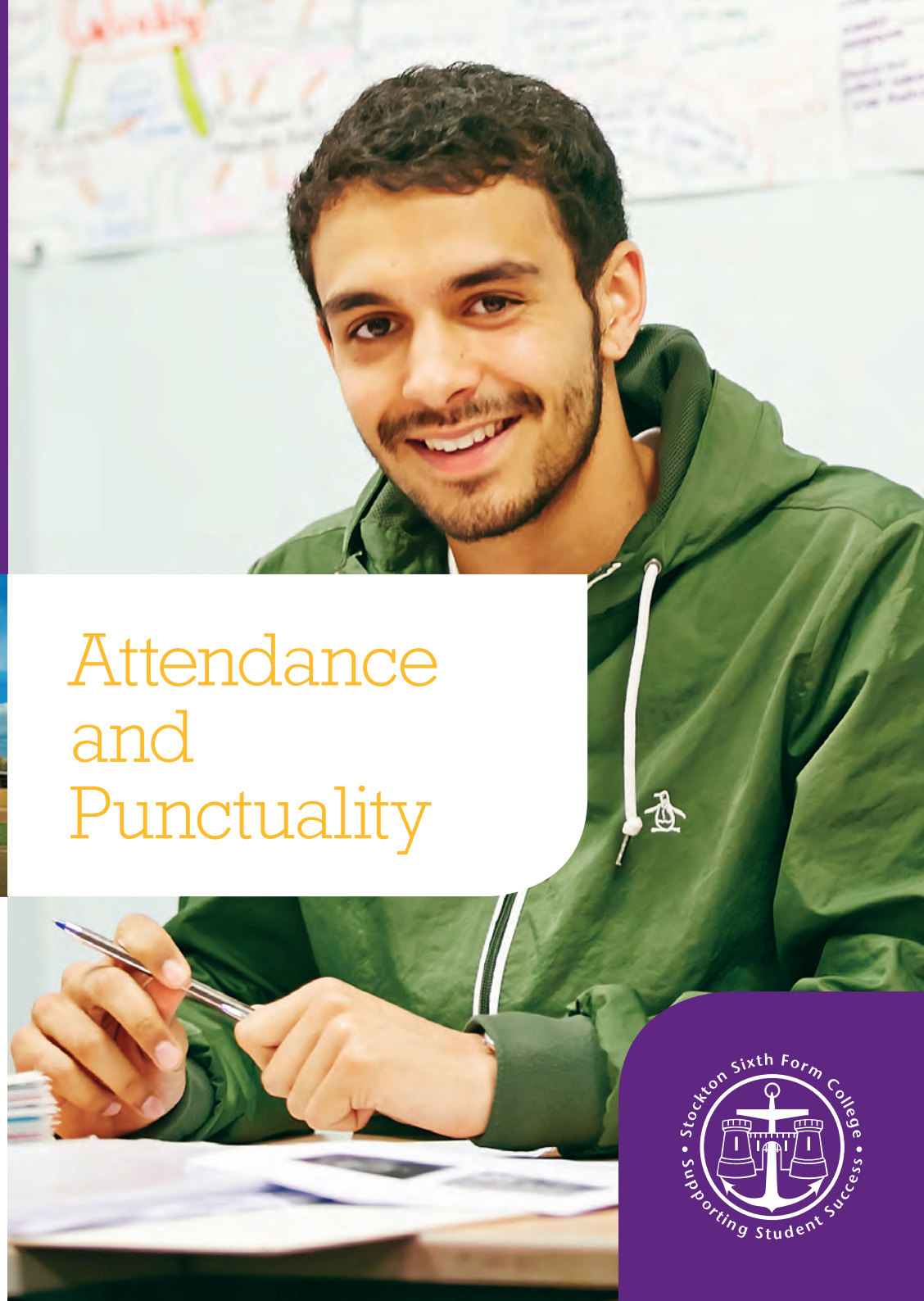
If you arrive late go straight to your class where you will be marked present but late. You should speak to your teacher at the end of the class to explain the reason for your lateness and to check that you have not been marked as absent. If you arrive late for a class on a regular basis your teacher will discuss this with you and may speak with your Progress Tutor. Your Progress Tutor will speak with you about any patterns of unacceptable punctuality.

“Students’ attendance, punctuality and attitudes to work are very good.”

Ofsted, 2014



Attendance and Punctuality



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Stockton Sixth Form College acknowledges the essential role that excellent attendance plays in academic and personal development for post-16 students.

Research shows very clearly that there is a strong relationship between excellent attendance and excellent results. As you are with us for such a short time – any absence can result in missed deadlines and gaps in your understanding.

The college therefore expects 100% attendance from all students as would be expected at work. It is also really important to us that you leave Stockton Sixth Form in a strong position to successfully pursue your progression plans or career – a good reference from us with a proven track record of excellent attendance and punctuality is an asset.

It is your responsibility to have a high attendance rate and a prompt start to all your classes – this is a top priority.

Your Progress Tutor will review your attendance on a weekly basis and speak with you if there are any patterns of unsatisfactory attendance or punctuality beginning to occur, or if any of your subject teachers pass on a concern. Your attendance record will be available to your parent/guardian and your main contact at home will be contacted when any absence is recorded.

Authorised absence

Any absence you may have from college will be recorded on your attendance record. The college recognises that some absences are unavoidable and will, therefore, authorise these. If there is no alternative available and the reason is an acceptable one you will be authorised to be absent.

The following are examples of authorised absence:

- Hospital or orthodontist appointments which cannot be arranged outside college hours
- A family bereavement
- Attendance at a family funeral
- Religious festivals notified in advance
- Visit to a university to attend an open day or interview, or a career related interview or audition
- Driving test and theory test (not a lesson)
- Illness (this must be authorised by parent/guardian via a telephone message).

How to advise the college that you are going to be absent:

Your parent/guardian should ring the attendance line on 01642 610771 and give:

- Your full name
- Reason for the absence
- Indication if the absence is likely to be longer than a day.

Unauthorised absence

All other absences will be classed as unauthorised. These are absences where there are not adequate reasons to justify missing classes. As with all absences, a parent or guardian will need to contact the college before 10am on the day of the absence, but ideally before 9am. The college has a commitment to notifying the main contact you supplied on your application form about unauthorised absences. Your Progress Tutor will discuss any unauthorised absences with you.

The following reasons for absence would not be authorised:

- Holidays during term time
- Part or full-time work
- Driving lessons.

