

Key Points for Parents

Whilst your son is in the Sixth Form, the School is still “in loco parentis”. We still require permission from parents or guardians before some activities can be undertaken. This document summarises key points for parents to help us all to ensure that during School hours your son’s whereabouts are known and that he is under adult supervision. It also ensures that if students are undertaking independent tasks, they are doing so with the permission of their parents or guardians. We closely monitor attendance and lateness and will inform you when issues arise. Sixth Form attendance is recorded in our electronic register and at approximately 10.15 each day a report is produced for the Sixth Form Management team. Parents of students with “no reason for absence” are likely to be contacted to explain absence (particularly if they have not been reported as ill on previous days in that week).

1. Absence due to illness

A parent or guardian should telephone the School before 10am on the first day of their son’s absence due to illness. If this is not done a letter from parents explaining the absence should be brought in to the Form Tutor on the first day that the student returns to School.

2. Illness during the day

If a Sixth Form student becomes ill during the School Day he **must** see either Mr Pearson, Mrs Barratt or Mr Martin, for permission to leave the premises. The School will then contact a parent to inform them that the student is going home. The student should then sign out before leaving School.

3. Punctuality

If a student is late and registration has finished they **MUST** go to the Main School Office and sign in with a date and time and the reason for lateness **BEFORE** they go to their lessons. The School reserves the right to impose sanctions on those students who are persistently late. See section 9 for details.

4. Applications for absence from School

We hope that you will always aim to plan activities to take place outside term time or after school hours. When this is not possible, written permission requesting your son’s absence should be sought from the School. If the School accepts the application for absence, it will be recorded as Authorised. **If the School does not give permission or the application is made without reasonable notice, but the student is absent, it will be recorded as Unauthorised.**

Below are some examples which will require a written application for permission if they take place in School time:

Nature of Absence	Addressed to:	Minimum notice period:
Family Holiday	Head Master	1 Month
Educational Activity not organised by the School	Head Master	1 Month
University Open Day (2 per academic year) see below	Head of Sixth Form, Mr Pearson	1 week
Practical Driving Test (the Theory test must take place outside of school hours)	Head of Sixth Form, Mr Pearson	On receipt of confirmation of the date of the test.

5. Open Days

We encourage students to take advantage of University Open days to help clarify their post 18 intentions. Students may take School Days off to attend such events providing:

- a. They give at least a week's notice to Mr Pearson by filling in the relevant form.
- b. They restrict themselves to two such visits in each academic year. If there are good reasons why this number should be exceeded, particularly in the case of students making early deadline applications, the School will be flexible.
- c. Students do not book time off School to visit those universities who also run Open Days at weekends or during holidays – a link to a website of dates is available on the Sixth Form section of The Engine.

6. Work Shadowing

We offer our Year 12 students the opportunity to arrange a Work Shadowing placement during the last week of the summer term. To help us to undertake the necessary administration and with our planning of other activities during that week we have to insist that we have full details of any placement by the end of the Spring Term. **We would be unable to authorise any absence for Work Shadowing arranged after that date.**

7. Permission required from Parents and Guardians

Here are some examples of letters/documents that you may receive from the School, that require your signature and a reply slip to be returned to the School.

- Reports and Progress Sheets
- Invitation to the Parent and Student Consultation Evenings
- Invitation to the Higher Education Evening
- Invitation to the Oxbridge Evening
- Work Shadowing Placement
- AGSB Volunteers
- Permission to bring a Car to School
- Participation in a School trip or off site educational activity
- Open Day Authorization Form
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8. Educational Maintenance Allowance (EMA)

If you think your son may qualify for an Education Maintenance Allowance he should apply using the government website and when he has payment details he should bring them to **Mrs Williamson** as soon as possible. The School will authorize weekly EMA payments for those students who have satisfactory attendance and punctuality records and who have no significant work or behavioural issues. Half-yearly bonuses will be authorised if students have fulfilled their part of the Learner Agreement. Students who apply later in the year or who become eligible for back payments of EMA (weekly and bonus) will have their attendance and punctuality record and Learner Agreement features reviewed, using the same criteria that apply to all students, BEFORE back payment is authorized.

Weekly payments are authorized on Tuesdays – see section 9 for the procedure the School follows. Breaking the terms of the Learner Agreement or an exclusion for any reason will also result in non-payment of EMA.

9. Monitoring, attendance and punctuality

A report is produced each Friday afternoon for the following marks - Late =codes L and U, No reason yet provided for absence = code N, Unauthorized absence =code O. Marks are then given "points" where a late=1 point, no reason yet provided for absence=3 points, unauthorized absence= 3 points.

During Monday, the Sixth Form team will aim to contact students to give them a chance to bring in a letter from home to account for O and N marks – this is required by Tuesday morning.

If by, Tuesday morning any student still has 3 or more points in a week he will have the following sanctions applied:

- the weekly EMA will not be authorized;
- an evening detention will be imposed;

Students who consistently have more than 3 points in a week may also be put in a Saturday morning detention but also put at risk the School's willingness to pay their costs for exam entry, and their EMA bonus (if applicable). Students excluded for any session in a week will not have the weekly EMA authorized.