



# PARMITER'S SCHOOL SIXTH FORM ATTENDANCE PROCEDURES

*Nemo sibi nascitur: our values of community, aspiration  
and opportunity enable every individual to grow and flourish*

# ATTENDANCE PROCEDURES

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## ATTENDANCE & PUNCTUALITY

Attendance and punctuality are extremely important in the Sixth Form and are monitored very closely on a weekly basis, both for registration and for all lessons. Research clearly shows that missing school days will have a negative impact on public examination results.

It is important that the parents / carers support student attendance and communicate honestly and effectively with regard to any absences. The school will always try to support students and parents where there are issues around attendance and punctuality, but there will be consequences where we see persistent absence and tardiness around time keeping.

Sanctions will be imposed where students fail to meet expectations and, in extreme cases, may jeopardise individual examination entries (see section later in this document).

## ATTENDANCE PROTOCOLS

- The school bell sounds at 8.30am and **all students must be in their form rooms by 8.35am**. At this point the Form Tutor will call the register. Any student arriving after the register has been called will be marked as late. Attendance at registration is compulsory for all students, regardless of whether Period 1 is a lesson, a timetabled study period or a private study period.
- All students will remain in school until the start of lunchtime (1.20pm) - further details are available in the next section.
- Participation in approved activities during morning registration is encouraged, whether regular (e.g. Literacy or Numeracy Support, Mentoring, Sustain, Music etc.) or for a particular event (e.g. taking part in assembly). Students taking part in such activities must always see their Form Tutor on that day, prior to going to their activity. The only exception to this is for those students helping with numeracy support. They will be registered by Mrs Cave in the Common Room.
- Students remain in registration with their form tutor until 8.55am, unless given specific permission by their form tutor to leave earlier.
- Where students have not been registered by 8.55am, this will be investigated and sanctions may follow.
- Prompt attendance to lessons is always expected. Teachers have been told to refuse entry to any students arriving late and to claim back time at break or lunch, unless there is a good reason given for lateness. After registration, break and lunch time there is no reason for lateness.
- Failure to attend form time, assemblies or timetabled lessons, or persistent absenteeism from school of students will result in a sanction. Parents will also be informed of our concerns
- If staff are absent, work will be set and students are expected to complete this work in the room as directed - The Old Library or the Conference Centre. Registers will be taken for every cover lesson.

## ASSEMBLIES

- Attendance at assembly is compulsory. Sixth Form Assemblies take place Monday and Friday on a Week 2. There may be some assemblies just for one cohort at certain times of the year which will be communicated at the time. Whichever year group is not in assembly will remain with their Form Tutors. Students must wear their blazer / jacket to assembly as this is deemed a formal occasion.

## PROTOCOLS AND EXPECTATIONS REGARDING ABSENCE

- Students are expected to attend **all** timetabled lessons unless they or their parent/carer have notified Mrs Smith. All absences from classes will be checked and, where necessary, parents / carers will be contacted. Unexplained absences will mean removal of study time privileges or a detention.
- Students are not allowed to excuse themselves due to illness.
- **When a student is absent, a parent / carer must contact Mrs Smith, Sixth Form Academic Support Officer, by 9.30am on the day of absence.**  
Direct line: **01923 665715**  
Email: [y12andy13attendance@parmiters.herts.sch.uk](mailto:y12andy13attendance@parmiters.herts.sch.uk)
- If an illness is likely to last for a number of days, a parent / carer should update Mrs Smith each day until the student returns to school. If absences become regular, further contact will be made with home.
- Sixth Form students are expected to be proactive in notifying the Sixth Form Academic Support Officer of all absences, giving as much notice as possible of planned absence.
- For planned absences, an Authorised Absence Request form is available from Mrs Smith. This form should be used for all medical appointments, university visits/courses and sports events and must be signed by a **parent / carer, Form Tutor** and a member of **the Sixth Form team**. There is a separate form to notify the school of any work experience taking place during school times which someone from home must sign and confirm the contact details. Students are expected to let their teachers know about any planned absence in advance.
- Family holidays should not be booked during term time as they will not be authorised. Requests to attend events such as weddings / functions / activities abroad etc. in term time should be addressed directly to the Headmaster, Mr Jones. Absences will only be authorised in exceptional circumstances.
- If a lesson is missed, for whatever reason, students must catch up on the work missed at the earliest opportunity.
- Driving lessons should only be arranged during period 5 if the student has no timetabled lesson or at lunchtime. Where a student's timetable does not permit this, a parent / carer should contact Mrs Smith and request a concession to this rule. However, this will be allowed rarely and only in exceptional circumstances.

- Parmiter's does not allow any university visits in the first 6 weeks for Year 12 students. However we do encourage students to organise university open day visits during the latter part of Year 12 and into Year 13.
- Students should not be attending part-time jobs interviews, recruitment assessments or job training during the school day. If there are issues with employers, students should see one of the Sixth Form Team immediately.
- Students are not allowed to participate in private tutoring during the school day, unless this is at/after lunchtime when the student has a private study period 5.
- For 16 – 19 Bursary Fund students, additional attendance conditions apply which are outlined in the Bursary agreement document (see website: Sixth Form > Life in the Sixth Form > Sixth Form Bursary).

## **LEAVING THE SITE DURING THE SCHOOL DAY**

There is a statutory requirement for the school to know which students there are on site throughout the day. Parmiter's has a 'check in' / 'check out' system, accessed via the student's ID card. There are three electronic card readers within the Sixth Form areas. Where students fail to use this system correctly, the privilege of leaving the site at designated times will be removed. Students must swipe their school ID card over the appropriate reader - IN (White) or OUT (black). The system will beep to acknowledge the card.

- **Anytime a student leaves the site they must check out using their ID card or speak directly to Mrs Smith.**
- Sixth Form students are not allowed to leave the site before 1.20pm without permission from a member of the Sixth Form Team and there must be parental consent for any planned absence.
- Sixth Form students may leave the site at lunchtime (1.20pm - 2.15pm). They must 'check out' (and 'check in' should they return), using their ID card. Any student found misusing this privilege will have it removed. Students must return by 2.15pm, arriving on time for period 5 which starts at 2.20pm.
- Where possible, dental, medical and other appointments should be made out of school time. However, where it is necessary to leave the site for such reasons, Mrs Smith must be informed in advance.
- If a student needs to leave the site because of illness, they should see Matron or Mrs Cave who will then authorise the absence and contact a parent / carer. No Sixth Form student should leave the school feeling unwell without permission.

## HOME STUDY

From October half term, Year 12 students may be allowed the privilege of home study from lunchtime. This is to encourage good independent learning habits in preparation for life after Parmiter's.

- Students with no timetabled lesson period 5 will be allowed to leave at lunchtime (1.20pm) provided they have displayed the correct attitude to Sixth Form studies and are adhering to this Code of Conduct. All Sixth Form students must 'check out' if they leave before the end of the school day..
- Should a teacher be absent from period 5, students may leave at 1.20pm and complete the work set at home. Obviously, they are welcome to complete the cover work in school if they are unable to get home during school hours.
- Students are still expected to attend all lunchtime commitments (meetings, clubs and societies etc.) and would therefore 'check out' at 2.20pm.
- Being allowed to leave at the start of lunchtime is a privilege and it will be withdrawn for any student whose attendance falls below an acceptable standard.
- Should the home study privilege be withdrawn, students will have to report to either their Head of Year or the Head of Sixth Form for private study during Period 5. This might be extended to 4.20pm should there be further problems regarding attendance..
- **If parents / carers do not wish to give consent for their child to leave early (from 1.20pm), they must contact a member of the Sixth Form Team.**

## YEAR 13 FLEXIBLE HOME STUDY PASS

In the later part of Year 13 Sixth Form students will be considered for a Flexible Home Study Pass. If there are no subject performance issues, good participation in classes and the student has a good attendance record this will be awarded. The Home Study Pass allows students to come and go around their timetabled lessons and manage their own study time between school and home. Parents will be informed when study passes have been issued.

## TIMETABLED STUDY PERIODS

For every A Level studied, students will have timetabled study periods dedicated to each subject. Teachers will set work or direct students to wider research in these sessions which are treated as 'normal' lessons. Students will be designated a study room on their timetable (either the Conference Centre or The Old Library) and will be registered by a member of the Sixth Form team. Students will stay in their study room for the full hour. Students are not allowed to eat or drink during timetabled study periods.

Students who fail to attend these sessions or disrupt others during these period will receive an appropriate sanction.

## PRIVATE STUDY PERIODS

There are a number of activities students engage in outside of timetabled lessons, such as learning support or community service but, for the most part, students should be engaged in private study when not in a timetabled lesson. These are not 'free' periods but study periods. They are for wider, independent learning or EPQ work and / or Study Skills assignments. It is permissible for students to work in departmental areas where agreed with a member of staff. Sixth Form students can also use study periods to visit Mrs Zanetti in the Careers office or speak to members of the Sixth Form Team. Otherwise, students have a choice of areas to use:

- **The Sixth Form Learning Resource Centre (SFLRC):** This is on the first floor above the Conference Centre. It accommodates the Sixth Form library which has IT provision to support the students' academic progress. This area has supervision and librarian support and is for **silent working**. There is no eating or drinking in the SFLRC.
- **The Conference Centre (CC):** This area is used for timetabled study periods and cover lessons, but other students may use this area for **silent study** if there is space. There is no eating or drinking in the CC.
- **The Old Library:** This is on the first floor of the Kester Ball building. Mrs Smith's Office is situated off The Old Library and there is literature available to support UCAS applications / next steps. This area is also used for timetabled study periods and cover lessons and is for **silent working**. There is no eating or drinking in The Old Library during lesson times.
- **The Sixth Form Pastoral Base:** This is to the left as you reach the top of the stairs on the first floor of Kester Ball House. Mrs Cave, Pastoral Support Officer, is based here. Use of this area is limited to the needs of specific students. **This is a quiet area.**
- **The Common Room:** This is to the right as you reach the top of the stairs on the first floor of Kester Ball House. The Common Room is a social area at break and lunch. However, during lesson time it should be treated as a working environment. Excessive noise and inappropriate behaviour will be monitored and appropriate sanctions put in place if necessary.
- **Café 6:** Used for study, on the same basis as the Common Room.
- **Outdoor areas:** During warm weather, students may work in designated areas outside (see Sixth Form Code of Conduct).

## APPENDIX 1: POSSIBLE SANCTIONS FOR POOR ATTENDANCE / PUNCTUALITY

It is extremely important that there is clear communication between home and the school to avoid problems around attendance and punctuality.

| Attendance / punctuality at registration   | Sanction / Escalation  |
|--|--|
| <ul style="list-style-type: none"> <li>→ Late to registration twice in a week</li> <li>→ Persistent lateness to registration</li> </ul>  | <ul style="list-style-type: none"> <li>→ Head of Year detention (Monday or Friday: 1.45pm - 2.15pm in P4)</li> <li>→ Loss of study periods / isolation</li> <li>→ Register with the Head of Sixth Form. Parents / carers informed.</li> <li>→ Possible meeting with Head of Year</li> </ul>  |
| Attendance / punctuality at lessons  | Sanction / Escalation  |
| <ul style="list-style-type: none"> <li>→ Lateness to lesson</li> <li>→ Unauthorised absence from a timetabled lesson (including Liberal Studies, Activities period, Study Skills / EPQ, timetabled study periods)</li> </ul> | <ul style="list-style-type: none"> <li>→ Staff may refuse entry to their classroom - student reports to HoY / HoSF. Sanction will follow if problem persists.</li> <li>→ Students work in isolation to make up for the time missed</li> <li>→ Loss of student privileges</li> <li>→ Removal of positions of responsibility</li> </ul>  |
| Persistent Absence   | Sanction / Escalation  |
| <ul style="list-style-type: none"> <li>→ School attendance drops below 90% due to unauthorised absence</li> <li>→ Attendance at specific lessons drops below 90% due to unauthorised absence</li> </ul>                      | <ul style="list-style-type: none"> <li>→ Parents / carers will be informed and, should there be no improvement over a period of time, a meeting will be arranged to discuss next steps</li> <li>→ Consultation with HoD / HoY / HoSF / parent / carer regarding examination entry</li> <li>→ Examination fees may be applied where student have been persistently absent from lessons</li> </ul> |

There are many privileges to being a student in the Sixth Form at Parmiter's and if students are unable to comply with our attendance procedures, these privileges may be removed:

- Permission removed from the use of specific spaces within the Sixth Form during private study periods and break and / or lunchtime
- Being permitted to leave the site at lunchtime
- Being allowed to go home early if students do not have a lesson period 5
- The use of mobile devices in Sixth Form areas
- Parking on site

Persistent failure to adhere to any sanction may jeopardise a student's place in the Sixth Form.