

Attendance Procedures

Absence

Monitoring procedures are put in place for any student whose attendance falls below 93% and attendance below 90% is regarded as persistent absence. This is because of the direct link between high attendance and successful performance in examinations.

The school should be notified by a parent or carer on the first morning by 8.45am of any absence – including for part of a day. Students cannot certify absence themselves. Absence should be reported to Mrs K Flannery either by phone 01625 441070 or by email kflannery@wilmslowhigh.cheshire.sch.uk

Absence for more than 5 consecutive days requires a medical certificate from the student's doctor.

Because of the importance of attendance:

- Only urgent medical appointments should be made during school hours, and only where this is unavoidable
- Unless there are exceptional circumstances, permission will not normally be given for students to attend family holidays
- Permission will not be granted for students to attend festivals or other similar events

Requests for absence during term time for events such as university open days must be submitted on the appropriate forms available from Mrs Flannery and submitted to Mr Williams for approval. Requests must be made at least two days before the visit takes place.

If you are ill during the school day, you must contact a member of the sixth form team who will authorise leaving school if necessary. You must then sign out in the Sports Hall office before you go home. Your parents will be contacted at this point to inform them that you are on the way home.

Attendance to Registration

All students are expected to attend registration each morning, and attendance to registration will be used to indicate students' overall attendance to school. Therefore it will impact on students' reported attendance percentage, authorised attendance record and any comments related to attendance made in references or UCAS statements if they miss registration. Students must be present in the form room by 8.45am in order to receive a present mark.

Students who arrive during form time but after 8.45am should receive a late mark (L code) and be given a late behaviour point.

Students who sign in after registration has finished late to attend form will receive a U code (late after registration) and be given behaviour points.

Where a student misses form time without an authorised reason an unauthorised absence (O code) will be given along with unauthorised absence behaviour points.

Students that arrive on site after registration has finished must sign in with Mrs Flannery in the sixth form office. This is extremely important so that we know exactly who is on site.

Once UCAS applications have been sent off by Mrs Cook, **Year 13** students that have two non-contact sessions during lessons 1 and 2, do not have to attend registration on that day. Students not wanting to attend university must have submitted a piece of personal writing to an acceptable standard before they can miss registration on days when they have non-contact sessions during lessons 1 and 2. Students will need to arrive at school in time for their first lesson and sign in with Mrs Flannery in the sixth form office so that their attendance can be registered.

Attendance to Study Sessions

At Wilmslow High School, students have personalised timetables that are made up of a mixture of:

- Formal curriculum study
- Wider curriculum activities
- Independent study
- Supported study (where appropriate)

All formal and wider curriculum study sessions will be registered. Where students miss a session without permission this will be recorded as truancy and behaviour points will be given.

Driving lessons must not be arranged during formal or wider curriculum study time and absence for this purpose will be counted as truancy. If you do arrange a driving lesson during a non-contact period, you must ensure that it does not prevent you arriving on time to your next timetabled lesson. If a driving test is scheduled during the school day, permission should be applied for from the Director of Sixth Form.

Open Day Visits

You are encouraged to attend university open days. All universities offer weekend open days which we ask you to attend rather than taking time off school. If you do need to visit a university during school time then you must complete an absence request form available from Mrs. Flannery and have it approved by subject teachers, parents and submitted to Mr. Williams for authorisation at **least two days** before the visit takes place.

You are not permitted to attend more than three open days in a half term. If an alternative open day is available at the weekend, permission to miss a day off lessons may not be given.

Please note that universities will invite you to a post-application open day if you select them as one of your choices on the UCAS application. These days are often quieter and give better opportunities to see departments and meet university tutors.

Truancy

We define truancy as absence from lessons or registration when you are in school and able to attend. Sanctions will be used where students have deliberately failed to attend lessons.