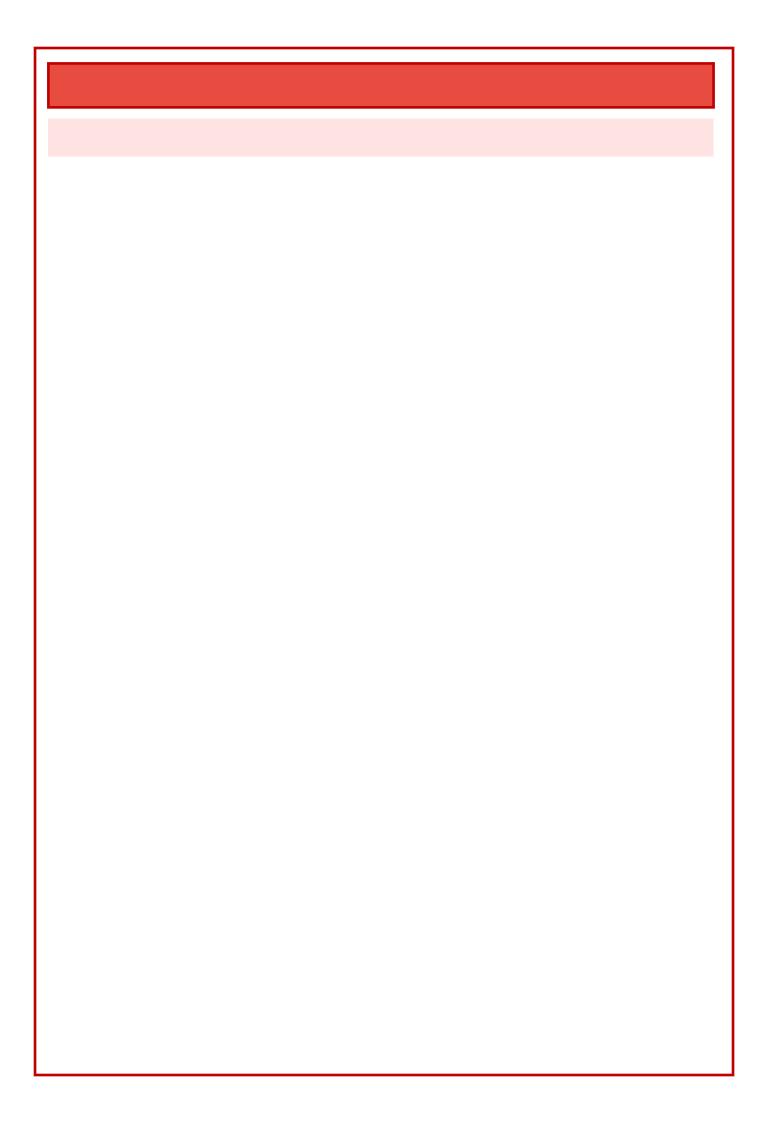




3	Introduction: The importance of attendance		
4	Policies and action plans		
5	Traffic light monitoring system		
6	What do attendance percentagesmean?		
7	Punctuality aspart of good attendance		
8	Ongoing monitoring and support		
9	Meansof communication		

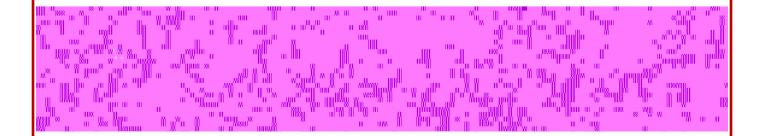


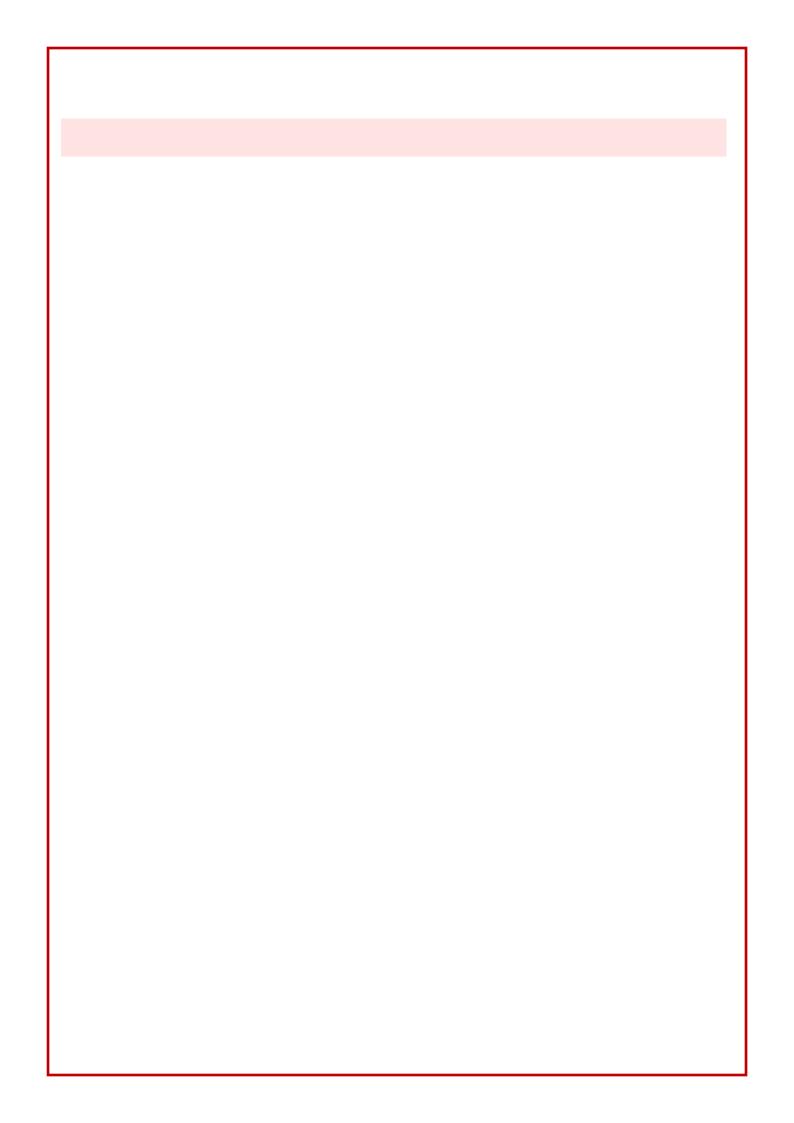
At QEGSSixth Form each student is expected to attend school every day for all timetabled lessons, including Form time starting at 8.50am. We ask parents and carers to support this and contact us if their child is going to be absent, or if there are any attendance concerns, so the appropriate support can be put in place.

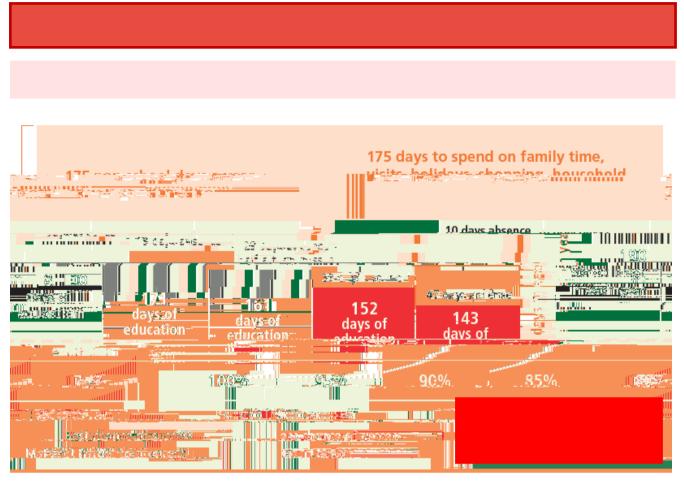
In line with our multi-academy trust expectations, we at QEGSprovide information through the website and specific individual attendance information through the Go4schoolsparental portal that can be accessed through any android or iOS (Apple) platforms App or website. In this way, parents and carers can review their

your login details or do not yet have these, please contact the Sixth form office.









Missing out on lessons leaves students vulnerable to falling behind. Those with poorerattendance tend to achieve less than they would with full attendance.

The Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.

Table 1 puts absence in the context of the days children miss at school based on a school being opened for 190 days per year and Table 2 puts absence in the context of the days children miss at school over a six week period.


monitor their own attendance and take early steps to seek support.

If your child is unwell and unable to attend school because of illness, you must phone to report the absence, before 9.00am on every day of absence. Please phone 01335 343685 and press 3 to speak to the 6th Form office or leave a message. Absence for illness will be recorded as authorised.

We request that all medical/dental appointments are sought out of school hours where possible, so as not to impact on learning. However, if your child has an appointment during the school day they should bring a copy of their appointment letter and/or a letter from home explaining the need to leave school early that day. They must sign out at the 6th form reception or Student Services when they leave. Where an appointment is in the morning, students should return after the appointment wherever possible and as soon after the appointment so as to miss as few lessons as possible.

Driving lessons must not be booked in lesson time and any booked in free periods must ensure that the student is back to be punctual for their next lesson.

We will try to phone you. We will leave a message if unable to get through. Please call us back or send an email to let us know the situation. It is an important safe-guarding issue if the location of a student is unknown.

