

Morecambe Bay Academy Sixth Form Attendance

Year 13

- Attend all lessons, assemblies and Enrichment activities promptly and participate appropriately.
- All absences should be authorised: if students are unable to attend sixth form due to illness, the student, parent or carer should ring school (01524 410207) before 8.40 am on every day of absence.
- In the case of planned absences such as medical appointments, students must sign out with the attendance officer before leaving the school site.
- Students who are unwell and need to go home must follow the current protocol and report to the attendance team or head of year. Once parents/carers have been contacted, the student must sign out with the attendance officer before leaving the school site.
- All students must register with their registration tutor at 8:45 am every morning and must register with Ms Fitzwilliam in the common room period 4 if they have not got a timetabled lesson which will provide an afternoon registration mark. A text will be sent home if registration is missed.
- Students must attend all timetabled subject lessons, tutorials, study time and enrichment activities.
- Students may leave site during lunch time.
- If students do not have a timetabled lesson, tutorial, enrichment or support session in the afternoon and they wish to study at home, they may leave site after lunch from 1.20pm, but they must remain off-site until the following day. This privilege will be withdrawn where it is judged that a student needs to improve their work and may be re-instated if the student has demonstrated an improved work ethic
- Students who have a study session during the day with lessons in the afternoon will be required to remain on-site to study.
- Students must ensure that when they leave the school premises they use the card swipe machine each time. Persistent failure to do so breaches health and safety regulations and may lead to formal intervention.
- Students should not take holidays during term time (except in exceptional circumstances) and a holiday request form must be submitted for any holiday during term time.
- Unauthorised absence may lead to formal intervention and persistent unauthorised absence may even result in you being asked to leave sixth form due to a repeated breach of the Code of Conduct for sixth form.
- Students should aim for excellent attendance; this will be tracked and will lead to an intervention meeting if it falls below 95%. There is a proven link between attendance and student attainment and we are committed to supporting students to achieve their very best whilst at sixth form.