



EMMANUEL AND
GRACE COLLEGE
Associated Sixth Form

ATTENDANCE AND PUNCTUALITY

YEAR 12 STUDENTS

Monday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Tuesday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Wednesday	8:30am start; 3:40pm finish
Thursday	Attend from first timetabled lesson, students may leave College once all compulsory timetabled sessions have ended.
Friday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.

YEAR 13 STUDENTS

Monday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Tuesday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Wednesday	Attend from first timetabled lesson; 3:40pm finish
Thursday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Friday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.

In addition, students must:

- Attend all timetabled lessons and Directed Learning periods. These are compulsory and may include assemblies, tutor sessions, lectures and the Wednesday afternoon enrichment programme.
- Arrive punctually to all timetabled activities.
- Remain in College during compulsory timetabled sessions unless permission to leave has been granted by an authorised member of staff.
- Not leave and re-enter the College site during the day without prior permission.
- Ensure that a parent or carer contacts College by 8:15am on each day of absence, providing a reason for the absence.
- Not self-certify absences.
- Attend meetings arranged by the Principal or other designated staff regarding attendance concerns.
- Not take holidays during term time.
- Make a written request for absence to the Head of the Associated Sixth Form two weeks in advance of a planned absence (e.g. driving test, university interview). A Leave of Absence Form should be completed, which is available on the College Policies page on the website. Driving lessons should be arranged outside College hours.
- Inform a teacher immediately when feeling unwell or have an accident. A member of the Welfare team or Sixth Form team will assess the situation and, if it is deemed appropriate for you to leave College, a member of the Welfare team will contact home.
- If required to leave College for an authorised reason, students should request an exeat and sign out at Reception. Written evidence may be requested.
- Arrive on time every day. Students will be marked as late if they are not present at the beginning of all lessons and their tutor period. Sanctions for poor punctuality are detailed in the Sixth Form Attendance policy.
- Attend the College Carol Service, Sports Day and Presentation Evening in Year 12 and the Carol Service in Year 13.
- Allow younger students to board scholars buses first.

- Give preference to playing for Sixth Form sports teams over other arrangements including part-time jobs.
- Engage thoughtfully and responsibly with the Personal Development curriculum. All students will be issued with an exercise book for recording lecture notes. This must be brought to every lecture and kept in good order. The same high standards of care, presentation, attention to detail and completeness apply to lecture books as to exercise books in all other academic subjects. Tutors will frequently review lecture books.
- Participate fully in the Sixth Form PE and enrichment programmes on Wednesday afternoons.
- Attend College as and when required, including any detentions or support sessions. Attendance at College, including when timetable flexibility has been withdrawn, takes priority over other arrangements, including any part-time work.

ILLNESS, ACCIDENTS AND SIGNING OUT

ILLNESS AND ACCIDENTS

If you feel unwell or have an accident, inform a teacher straight away. A member of the Student Welfare team or Sixth Form team will assess the situation and, if it is deemed appropriate for you to leave College, they will contact home first. Students are not permitted to sign out on medical grounds unless they have an exeat or a member of the Student Welfare team has contacted parents/carers.

SIGNING OUT (EXEATS)

As far as possible, medical and dental appointments should be arranged outside of your timetabled hours. However, should you need to leave College during timetabled hours, you must bring a letter from your parent/carer in advance of the date and obtain an exeat from your Tutor or a member of the Sixth Form Team.

You must sign out at Reception and hand in your exeat form. If you return to school on the same day, then you must sign in again. A copy of the exeat alongside the parental note will be kept on record. If you are absent from College, your parent/carer must telephone or email reception before 8:15am each morning of the absence and explain why you are unable to attend.

If you are sent home from College and your absence continues the following day(s), your parent/carer must telephone or email Reception. If you are going to be absent for a longer period, your parents should contact College in advance. We will ensure that work is passed to you in order that you maintain progress through the curriculum. Upon returning, you are expected to catch up with any missed work. If you have difficulties, your teachers and the Sixth Form team will help you by providing notes or photocopying information from another student's exercise book.