



6th Form Attendance Guidelines

Authorised

1. All appointments should be accounted for by producing evidence of appointment to Mrs Gillard.
2. Any medical/dental appointments should be accounted for before the day of absence wherever possible, together with evidence of appointment.
3. Driving tests (not lessons) will account as authorised if an appointment card/letter is shown.
4. Students will be restricted to 7 authorised Open Day visits during term time. The Open Day letter must be shown.
5. Interviews at Universities and or for employment will be authorised, a copy of the appointment letter must be seen.
6. Religious Festivals will be authorised at the discretion of the Miss Gibbs (a maximum of 4 days will be authorised).
7. Any breakdown in public transport will be an authorised absence.
8. Personal transport problems will be authorised at the discretion of Miss Gibbs (assuming that contact has been made as soon as possible).
9. Students will be allowed 1 day to move house.
10. Any absence from lessons because of sickness must be authorised by a PSO.

Not authorised

1. Holidays in term time,
2. Christmas shopping.
3. Driving lessons.
4. Absence caused by fatigue due to holidays.
5. Absence as a result of food/alcohol indulgence.

Please note

1. Any unauthorised absences will invalidate your EMA payment for that week.
2. Absence must be accounted for before the day or on the day of absence.
3. Medical/dental appointments will only be allowed with supporting evidence (card or letter).
4. No payment will be released when there is not supporting evidence.
5. A large number of sickness absences may result in a doctors' note being requested for all absences.
6. If you are late 3 times a week then this will be classed as unauthorised absence and you will not receive your EMA payment for this week.
7. If you are away from school for 3 or more days in a week then you will not be entitled to EMA for that week. Educational visits and open days are an exception.