

## Attendance at S6C

5th September 2024

Dear Parents and Carers,

We hope this email finds you well. My name is Rachel, and I'm the Attendance Officer here at S6C. A warm welcome to our new students and a welcome back to those returning for Year 13. We trust everyone enjoyed the summer break and is feeling refreshed and ready to learn this year.

Over the next few weeks, we'll be speaking to students about our attendance expectations, absence procedures, and the impact consistent attendance has on their success. We want all our students to achieve their goals, and our dedicated staff are here to support them along the way.

This email details information shared with students about attendance at S6C.

### Authorising Absences:

Students cannot authorise their own absences. In the event of an absence, a responsible adult must contact the main office by phone (01722 597970) or email ([office@s6c.mlp.college](mailto:office@s6c.mlp.college)) on each day of absence.

### Unauthorised Absences:

Unauthorised absences include but are not limited to:

- Holidays
- Taking care of siblings
- Work exceeding 16 hours per week (as full-time students, college takes priority. We encourage students to find employers who understand their college commitments).

- Driving lessons
- Late buses or trains
- Leisure activities

Consistent lateness or absence for any of these reasons can negatively impact your child's learning.

### Maintaining Attendance Above 97%

Regular attendance plays a crucial role in achieving expected grades, especially for Year 13 students. Consistent absences below 97% may hinder their academic progress and for Year 12 students, it will affect automatic enrollment into Year 13.

Included is a copy of the Attendance Poster displayed around college that is used to measure attendance.

We recommend keeping attendance above 95% to ensure your child reaches their full potential, both at S6C and beyond. Prospective universities and job placements often request attendance data, including lateness which we are obliged to supply on references. We are committed to your child's success and want to avoid any hurdles impacting their future.

### Questions?

Please don't hesitate to contact me at any time if you have any questions or concerns regarding attendance.

Sincerely,

Rachel Cooke  
**Attendance Officer**

# Student Attendance

## Achieve

100%



Excellent

### Up to 1 Week Missed

Reach or exceed expected grades

Excellent Attendance

97%



Good

### Up to 2 Weeks Missed

Expected grades may be achieved

Good Attendance

95%



Requires Improvement

### Up to 6 Weeks Missed

Likely falling behind and not reaching full potential

Persistent Absence

85%



Significantly Requires Improvement

### More than 1 Term Missed

Students on average perform well below their potential

Severe Absence

0%

## Under Achieve

