

Attendance at S6C

April 2024

Good Afternoon

I hope this email finds you well. I wanted to take this opportunity today to reintroduce myself. My name is Rachel and I am the Attendance Officer here at S6C. One of my roles here at the college is to support those students with low attendance and find ways we can improve their attendance which in turn allows them to reach their full potential both here with us and in the future. I wanted to take the time today to re-share what our expectations are in terms of attendance, the process of how absences are recorded, the negative impact poor attendance can have on grades and how all staff here are ready to help and support our students to achieve their goals.

In an effort to keep parents and carers informed, this email will include information that has been shared with the students regarding their attendance.

Authorising Absences

Students are not permitted to authorise their own absence, a phone call or email to the main office on every day of absence is required from their responsible adult.

The office number is: 01722 597970 and our office email is: office@s6c.mlp.college

What is an Unauthorised Absence?

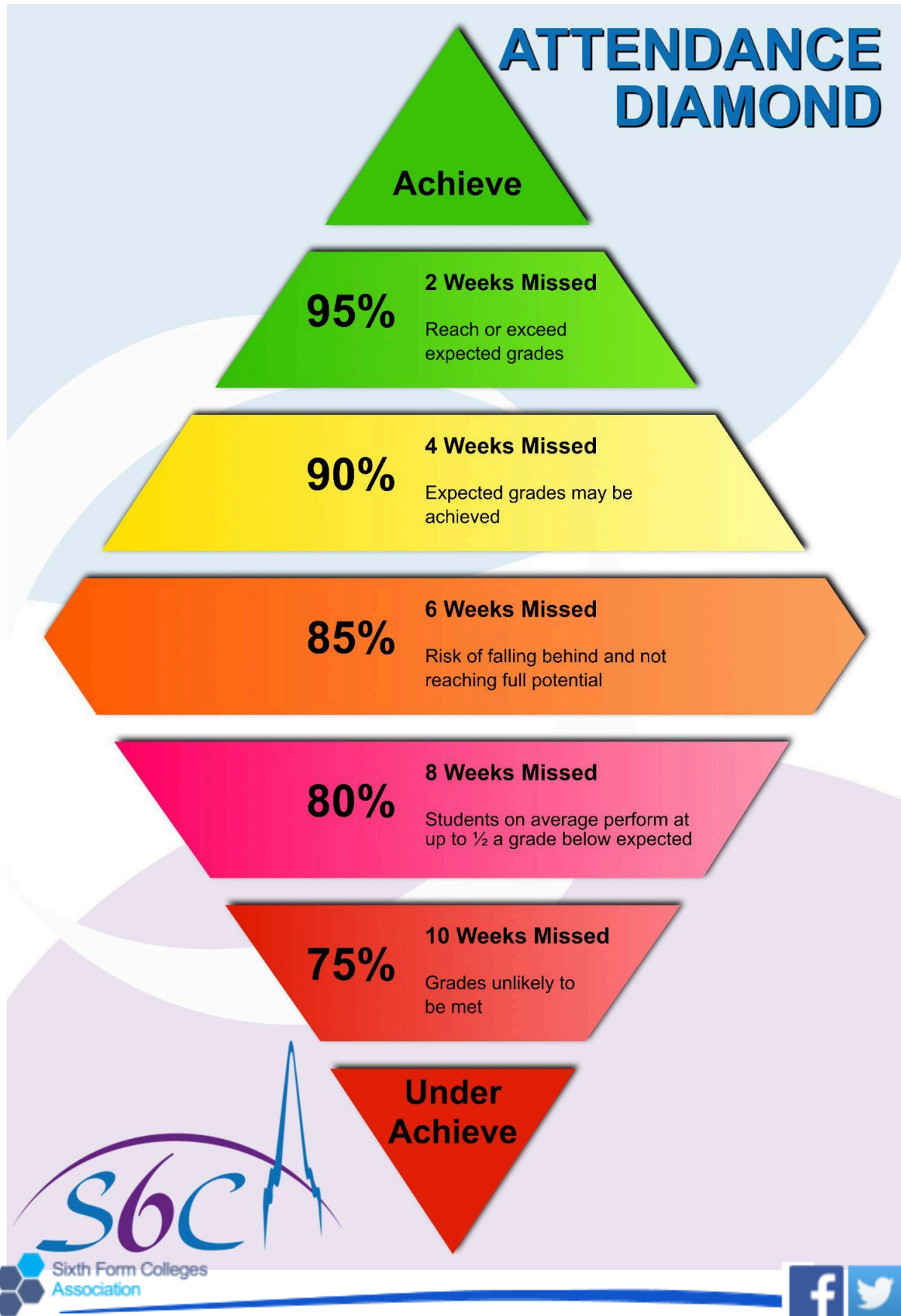
Unauthorised absences include but are not limited to the following:

- Holidays
- Taking siblings to school or looking after them
- Work (a quick reminder that as full time students, we as a college advise they don't work for more than 16 hours a week and are free to do college work between the hours of 9am-4pm Monday to Friday. We understand that it may be important for some of them to work, but as full time students, their priority is to attend here, so we really stress to students to make college a priority, choose to work for employers who understand their college commitments and that their employment won't impact on their ability to attend college)
- Driving Lessons
- Dentist Appointments
- Late Buses
- Leisure Activities

These are just an example of some of the unacceptable reasons for lateness or absence.

What happens if Attendance drops below 93%?

If a student's attendance drops below 93%, automatic enrolment into Year 13 is not guaranteed and for our current Year 13's, it becomes less likely that their expected grades will be met which can impact their future paths, whether that be entry into University, apprenticeships or full time employment. Our Attendance Diamond (below) is displayed around our college and is how we measure attendance.



We do not want poor attendance to be the reason our students do not achieve their full potential, both with us and going forward. We are often asked by prospective Universities and job placements for attendance data, including lateness and this is data we are obliged to provide. Please don't let absence stand in the way of a promising future.

If you have any questions or concerns regarding attendance, please feel free to contact me.

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Kind Regards

Rachel Cooke

Attendance Officer

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