



Monmouth | Ysgol Gyfun
Comprehensive School | **Trefynwy**

**SIXTH FORM
HANDBOOK
2025-2026**



TERM DATES

TERM	BEGINS	Finish for Half- Term	Return from Half-Term	ENDS
Autumn	Wednesday* 03.09.25	Friday 24.10.25	Monday 03.11.25	Thursday 18.12.25
Spring	Monday 05.01.26	Friday 13.02.26	Monday 23.02.26	Friday 27.03.26
Summer	Monday 13.04.26	Friday 22.05.26	Monday 01.06.26	Monday 17.07.26

* **Tuesday 02 September - Start of Term for Y7 & Y12 Induction**

* **Wednesday 03 September - Start for other year groups**

Inset Days

Monday 1st September 2026

Monday 2nd March 2026

Thursday 25th June 2026

Friday 26th June 2026

Useful Contacts

School address Old Dixton Road
Monmouth
NP25 3YT

School switchboard 01600 775177

Absentee line 01600 775284

Sixth Form Office 01600 775184

Website

www.monmouthcomprehensive.org.uk

Email

MonmouthComprehensive@monmouthshireschools.wales



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SIXTH FORM VISION STATEMENT

By choosing Monmouth Comprehensive School sixth form you are committing yourself to a successful academic pathway which will prepare you for university, employment or apprenticeship and beyond. As the 'professional student' you are making choices about the *where* and *what* you study, *how* you study, and making a statement about what value you place upon your education. Our learners aspire and are committed to reaching their full potential. Students take their lead with their learning, developing both academic and personal skills for success in the Sixth Form and life beyond our school.

STANDARDS AND EXPECTATIONS

Monmouth Comprehensive School is a learning community developing young people who are open, honest, trustworthy and independent. Our learning community has identified five Core Values that underpin our approaches to learning, the curriculum and to the way we build, maintain and repair relationships.

We Value	Respect
	Freedom with Responsibility
	Independence
	Security
	Success

The role of a Sixth-Former within our school community is an extremely important one.

As the most senior members of our school community, Sixth-Formers are expected to set an example to the younger year groups. There are high expectations in the way they:

- a) Abide by the Sixth Form dress code
- b) Behave sensibly and show respect to their teachers and fellow students; Build and maintain relationships with teachers and fellow students
- c) Complete all coursework and homework within the agreed timescales.

UNIFORM

School Uniform is compulsory for Sixth Form students and we have made every effort to ensure it is smart, practical and comfortable. Uniform also provides safety and security by identifying, at a glance, who should be on our site.

Full details of the uniform requirements for Sixth Form can be found in the appendices at the back of this handbook and on our website. We ask for support from parents in ensuring that all students come to school in correct uniform and with appropriate footwear, jewellery, hair and outerwear.



SIXTH FORM CONTRACT

- I understand that the school will deliver good teaching in the subjects of my choice and will help me to work towards high outcomes.
- I understand that it is a requirement at Monmouth Comprehensive School that I attend registration at 8.45am every day and all scheduled assemblies.
- I understand that if I am ill, I should follow the Procedure for Absence as laid out in the Sixth Form Handbook.
- I will endeavour to manage my time so that assignments are researched and completed on time.
- If unforeseen circumstances arise I will liaise with my tutor/teacher to make adjustments to my schedule.
- I will make every effort to inform my teachers of known future absence, and use a Student Trip Advice note.
- I will ensure that Mr Rodda is consulted before any timetable changes are agreed.
- I will wear uniform as set out by the Governing Body of the School.
- I understand that if I am not in full uniform, I may be sent home.

PROCEDURE FOR ABSENCE

If you are ill- check UNWELL protocol on MCS homepage for updates.

- On the first day of absence, your parent/guardian must telephone the school absence line on 01600 775284 and in the morning of each day of absence after that.
- If you are absent for more than a week, or if you are regularly missing lessons due to ill health then you must provide a doctor's note to confirm this.
- Regular single day absences are not acceptable.
- Doctors, Dental, Optician, etc, appointments must be arranged outside classes.

Absence due to other reasons

- Authorised absences must be approved in advance. An explanatory note from parent/guardian should be passed to the Sixth Form Office.
- For all Pre-planned absences, a Student Trip Advice note should be completed.

Examples of authorised leave include:

Hospital appointments, a university or job interview, attendance at a funeral or wedding of a close family member, driving test, severe transport disruption such as snow, course related work experience, family emergency.

Examples of unauthorised leave include:

Holidays, paid work, leisure activities, birthdays and family celebrations, babysitting, driving lessons, missing the bus.

Student Name _____ **Reg** _____

Signature _____ **Date** _____



ATTENDANCE AND ABSENCE

The school day

To accommodate the wide range of options and choices available in Year 12 and 13, the timetable for Sixth Form runs from:-

8.45am - 3.00pm* Monday - Friday

*This may include a '**Period 7' lesson** for some sixth form courses, which runs from 3:10pm - 4:00pm.

Progress on courses can be seriously affected by absences, and can have a serious impact on the grades that students eventually achieve.

There may however be times when students are unable to attend because they are unwell, and in these cases, the following actions should be taken: We require parents to notify us of absence of your son/daughter by:

- Telephoning 01600 775284 (the school absence line) on the first day of absence and in the morning of each day of absence after that.
- If they are missing for more than a week, or if they regularly need to miss lessons due to ill health then a Doctor's note should be provided to confirm this.
- Driving lessons and other routine appointments should be arranged outside timetabled lessons.

Please refer to Appendix 2 and 3 **FIRST DAY ABSENCE INFORMATION** for more detailed information.

Holidays during Term Time

Under guidance from the Local Authority and Welsh Government, the school is unable to authorise absence during term time.



TRANSPORT

All post-16 students pay for transport to school, both in England & Wales. **Students living within Monmouthshire** who would like to access home-school transport facilities that are provided by the County Council **must** complete a Post-16 Transport Application Form.

These forms are available from both the Sixth Form Office and the MCC Passenger Transport Unit.

The Passenger Transport Unit can be contacted as follows:-

Telephone 01633 644777
Fax 01633 644775
E-mail passengertransportunit@monmouthshire.gov.uk

For enquiries relating to the assessment or eligibility of transport and COVID travel regulations, please contact the Passenger Transport Unit in the first instance.

Students living outside Monmouthshire should make their own travel arrangements. Should you require further information please contact the school's Transport Co-ordinator who may be able to provide relevant contact details for your area.

EDUCATION MAINTENANCE ALLOWANCE (EMA)

You may be entitled to an EMA payment of £40 per week if you live in Wales. Please visit the Student Finance Wales website for full details of the allowance and information on how to apply:-
www.studentfinancewales.co.uk

Applications for EMA should be made via the Student Finance Wales website or alternatively application packs are available from Reception.

Students complete an EMA 'Learning Agreement' at the start of term which explains what they need to do for payments to be authorised.

Please note that students who live in England are not entitled to claim EMA. Students need full weekly attendance to qualify for payment for each week.



REGISTRATION

Registration periods take place from 08.45 – 09.00 and are compulsory for all Year 12 and Year 13 students.

Year 13 students may apply to be excused from attending Registration for 2-3 days maximum across a week, where they have no scheduled lessons before first break. Students wishing to take advantage of this option must have no attendance issues and will receive 'x code' authorisation from the Director of Sixth Form Studies.

During the day, sixth form students should sign out and in using the Sign Out register at the Sixth Form Office, prior to leaving site. This is an essential requirement for fire purposes and the responsibility lies with the student to manage.

MCS Daily Routine <u>Trefn Ddyddiol YGT</u>		
START TIME	Years 7, 10 & 11	Years 8, 9, 12 & 13
8:45 AM	Registration	Registration
9:05 AM	Lesson 1	Lesson 1
9:55 AM	Lesson 2	Lesson 2
10:45 AM	Break 1 (ends 11.10)	Lesson 3
11:15 AM	Lesson 3	
11:35 AM		Break 2 (ends 12.00)
12:05 PM	Lesson 4	Lesson 4
12:55 PM	Break 3 (ends 1.20)	Lesson 5
1:25 PM	Lesson 5	
1:45 PM		Break 4 (ends 2.10)
2:15 PM	Lesson 6	Lesson 6
3:00 PM	End of School Day	End of School Day
3:10 PM		Lesson 7 - Y12 & 13

All lessons finish 2-3 mins before the start time of the next lesson.
Period 6 finish at 3.00.

* Sixth Form students may have a Period 7 taught lesson depending on their course selection.

COURSE CHANGES

If a student wishes to change a course, they should firstly discuss this with their subject teacher and Form Tutor. Course changes are not recommended after the first few weeks of term.

If a student does not wish to continue with a subject, this should be agreed with Mrs Guest, Director of Sixth Form Studies. All students must take a minimum of 4 advanced level or equivalent subjects.

TIMETABLE CLASHES

In a minority of cases a student may have a lesson clash, due to their chosen combination of courses. Where this occurs students will be supported with advice and guidance on keeping on top of their workload and liaising with course teachers, to ensure work is supplied with advice and guidance on how to complete it, ready for the next timetabled lesson. This ensures continuity with learning on both courses.

STUDY SPACE

The school provides a number of areas where Sixth Form students can study in their non-contact time. The **sixth form café area** is available for Sixth Form students to use throughout the day for 'coffee learning'. The dining area will be appropriate for group work; Sixth Form students will be able to access the café whilst studying, in their non-contact hours. There is no common room. The **Main Atrium** and **Resource Centre** is a quiet working area which Sixth Form students have access to throughout the day.



HOMEWORK

All Sixth Form courses will require a great deal of independent study. **Sixth form students are advised to buy themselves a diary/academic planner to organise their workload and deadlines.** This may be an academic or working week planner.

Homework is set and communicated via the Google Classrooms platform. Students studying an e-sgol course will have homework set via Microsoft Teams as well. Although some of this can be carried out at school during non-contact time, students will find it necessary to work at home. The amount of work set will vary depending on the combination of subjects, but as a general guide, students will need to spend at least 2 hours twice a week on each of their subjects outside of timetabled lessons. This time requirement will of course vary during the year, with a great deal more time being required as examinations approach and Controlled Assessment pieces are scheduled.

SUPPORT AT HOME

You can help your child by:

- Enabling the Guardian function for Google Classroom when invited, to see a summary of homework weekly
- Discussing their work and deadlines with them
- Ensuring they attend school on time, fully equipped and in the correct uniform
- Contacting the Form Tutor at an early stage if there are any problems which might affect progress, or if there are any concerns regarding subjects taken speaking to the Director of Sixth Form Studies.

PARENTS' EVENINGS DATES – SEE WHOLE SCHOOL CALENDAR ON WEBSITE

HOW YOUR PROGRESS WILL BE MONITORED

At Monmouth Comprehensive we aim to ensure that all Sixth Form students are fully supported in their progress through years 12 and 13, and that progress is reviewed regularly with subject teachers and Form Tutors.

EXPECTATIONS OF SCHOOL WORK

You have a responsibility to meet deadlines set by your teachers, and to ensure that your work is of a suitable quality.

HOW WE WILL HELP

- Teachers will input data concerning your attendance, uniform and school work into SIMS (Student Information Management System). This information is passed to your Form Tutor, who will use it in the following ways:
- The first time there is a problem with your attendance, uniform or school work, your Form Tutor will discuss the problem with you.
- If there is a continuing problem with your attendance, uniform or school work, you will be referred to the Director of Sixth Form Studies.
- If the problem persists, the Director of Sixth Form Studies will write to your parent/guardian.
- If the problem is still not resolved, your parent/guardian will be called for interview to remedy the situation.

PROGRESS REPORTS & TARGET SETTING (PATS)

Progress and Target Setting Reports (PATS) give students the opportunity to monitor their own progress and manage targets which they set for themselves.

Students will find out their GCSE average point score and Minimum Expected Grades for A Level/BTEC for the end of their two year courses.



UCAS Tariff points

A Level

Tariff table: The process to which points are accrued has changed (AS points are lower equivalent to 40% split 60% A2)

Official title: Advanced GCE and Advanced VCE Grade	A level and Advanced Subsidiary VCE (AS) Tariff points	A level and Advanced VCE (A2) Tariff points
A*		56
A	20	48
B	16	40
C	12	32
D	10	24
E	6	16

BTEC National

Extended Diploma	Diploma	Subsidiary Diploma	Tariff Points:
D*D*D*			168
D*D*D			160
D*DD			152
DDD			144
DDM			128
DMM	D*D*		112
MMM	DD		96
MMP	DM		80
		D*	56
	MM	D	48
	MP	M	32
	PP	P	16



EXAMINATION RE-SITS AND CHARGING POLICY

All re-sit examination entries will be made as a result of discussions taking place between the student, subject teacher and subject leader. The cost of any re-sit required by a student of compulsory school age will be met by the school. The school will also pay the entry fee for all first attempts at examinations/modules in KS5. **The cost of any subsequent AS or A Level re-sit must be met in full by the student/parent.** Taking a large number of retake examinations can detract from students making progress on new modules. Invoices will be issued and payment required prior to final examination entry. Absence from an examination caused by a student withdrawing themselves may incur a charge.

The subject leader for the following course(s) will sign to confirm that you have been entered for a re-sit exam.

Level : (GCSE / GCE)	Subject:	Module:	Signature of (Subject tutor)	Date:	Re-sit fee:

Level : (GCSE / GCE)	Subject:	Module:	Signature of (Subject tutor)	Date:	Re-sit fee:

Level : (GCSE / GCE)	Subject:	Module:	Signature of (Subject tutor)	Date:	Re-sit fee:

YEAR COUNCIL, SCHOOL COUNCIL AND STUDENT VOICE

The Year and School Councils exist to ensure that the voice of students is heard and that staff and students can work together to ensure the very best experience for all students and the continuing positive development of the school.

In September, Sixth Form students who are interested in acting as representatives for the School Council are asked to apply for the posts.

The role of a Year and School Councillor is a very responsible one. A School Councillor is a role model to other students. Every School Council member is responsible for making things happen by:

- Finding out about the views of their form and year group
- Representing those views at Council meetings
- Taking an active part in meetings and other events
- Giving feedback to their form group and year group.

Meetings of the Year and School Council are held half-termly in school.

EXTRA-CURRICULAR ACTIVITIES

There are a wide variety of clubs and groups available for sixth form and it is a great way to meet new people and make friends. Sign up to clubs is first organised in September; the school will contact all parents with club options and sign up details.



STAFF ABSENCE

Although we try to keep disruption to a minimum, there will be times when staff absences occur. Because of the specialist nature of Sixth Form teaching, we do not cover lessons in the case of short periods of staff absence. Students must attend all lessons unless informed by the teacher in advance.

If an absence is planned, students will be told in advance and be advised of appropriate work to complete. If the absence is at short notice, work will be provided for students to complete on Google Classroom or by the Subject Leader. Replacement teachers will be provided for long term absences.

MOBILE PHONES - RESPONSIBLE USE POLICY FOR SIXTH FORM STUDENTS

Mobile phones are permitted in school, but students are expected to ensure they are used appropriately and responsibly. They may be used effectively in some classes, but must not disturb lessons, Registration or Assemblies.

- Mobile telephones are not permitted to be brought into an examination room under any circumstances.
- Phones are permitted when learning in the classroom, as directed by the teacher
- Phones are permitted in the Learning Resource Centre and Hub areas as a device for learning only
- Phones, headphones and smartwatches are not permitted in communal spaces inside and outside as it is otherwise a poor example to younger students (e.g. corridors and communal playgrounds)
- We encourage use of computers rather than phones, as they are better learning devices.

Full policy is on the MCS website.

E MAIL ADDRESSES

Students are issued with an email address when they join the school - Hwb email address, the primary email address and the way to access Google Classrooms and personalised exam timetables.

BRING YOUR OWN DEVICE (BYOD)

Students who wish to use their own mobile device and access Internet using through the school's network must agree to the contents of the BYOD Protocol. Parents and students must sign and return the BYOD declaration and agreement. Forms are available from Reception.

CAREERS AND HIGHER EDUCATION

The School provides:

- Access to a Careers Wales Officer and advice and guidance about appropriate pathways.
- A Careers and Higher Education Fair which is held in the School in January.
- Opportunities for relevant work experience as part of students' overall careers guidance package.
- Higher Education support during our Summer Learning week to ensure that students understand how to research and apply for university courses.
- Parents Evening in Year 13 in which parents and students can discuss plans with Form Tutors and targets set for post Sixth Form.
- A Resource Centre where students can find brochures, prospectuses, computers and other resources to help them choose an appropriate pathway.



2025 – 2026 Key Dates

Autumn Term

Tuesday 02 September	Year 12 Course Registration & Induction Day
Wednesday 03 September	Year 13 return
Monday 08 September	Sixth Form Transition Evening 5pm – for Year 12 students in-person with parents
Friday 19 September	UCAS Early Applicant school deadline
Thursday 02 October	Year 13 Parents Evening
Friday 24 October	Year 13 UCAS application school deadline for Year 13

Spring Term

Thursday 22 January	Sixth Form Open Evening
Wednesday 04 February	Careers & Higher Education Fair
Thursday 12 February	Year 12 Parents Evening

Summer Term

Monday 11 May	Year 12 Study Leave starts
Friday 22 May	Year 13 Leave
Monday 01 June	Year 12 Return
July 14-17	Summer Learning Days



APPENDIX 1

SIXTH FORM UNIFORM

Overview

The school uniform at MCS was introduced in 2018 after extensive consultation with students, families, staff, governors and others. Grants to support families with the purchase of school uniform are available on an annual basis. Please click [this link](#) for further information.

All students are required to wear MCS uniform smartly and with pride. The policy applies whilst in school, when travelling to and from school and when in the local community.

- Blazers must be worn, except in class when permitted by a member of staff.
- Shirts must be tucked in.
- Trousers must reach the top of the shoe.
- Non-uniform items are not permitted.
- Bags must be of a good enough size to hold several books and all required equipment.

Suppliers

All Items are available from the Monkhouse Hereford shop (10a St Peter's St, Hereford HR1 2LE 01432 340720) or online: www.monkhouse.com.

Branded items

Branded items (Blazer, tie, PE tops) must be bought from the above suppliers.

Generic items

Generic items such as shirts, blouses, trousers and skirts can be bought from the approved supplier. Families are also welcome to purchase these generic items from other retailers as long as they are an exact style and colour match to the MCS uniform. Please check against the generic items on the official supplier websites to ensure that they match.

No visible logos are permitted. Other styles and/or colours from other retailers are not acceptable uniform (e.g. the blue for PE shorts is a navy blue, not royal blue or mid blue). If in doubt please enquire with us before purchasing.



Gender neutral uniform

MCS uniform is gender neutral. Suppliers currently refer to 'boys' and 'girls' uniform, and this is noted below only for clarity of reference for students and families whilst ordering. Students and families are at liberty to select the compulsory uniform from the full range of items outlined below.

Summer Uniform

Summer uniform at MCS entails students not being obliged to wear their blazers to school. Summer uniform starts at the start of the summer public examination period. The precise date varies and is announced annually to students and families.

Compulsory items

Girls (please refer to note on gender neutral uniform above)	Monkhouse Order Code
Badged Contemporary Blazer - Navy	SKU AXAE0002804NA
Trousers - Graphite Grey OR GKS Pleated Skirt - Graphite Grey OR Back Vent Skirt – Harrow Grey	SKU 1000000280GY SKU 10000002814GP SKU 0000002816HWGY SKU 10000002816HWGY
Fitted Long Sleeve Blouse (Twin pack) – Blue OR Fitted Short Sleeve Blouse - Blue	SKU 1000000283BL SKU 1000000287BL

Boys (please refer to note on gender neutral uniform above)	Monkhouse Order Code
Badged Contemporary Blazer - Navy	SKU AXAE0002754NA
Slim Leg Trousers – Grey OR Flat Front Trousers - Grey	SKU 10000003267GY SKU 10000000263GY
Easycare Short Sleeve Shirt (Twin Pack)– Blue OR Easycare Long Sleeve Shirt (Twin Pack) – Blue	SKU 10000000196BL SKU 10000000198BL

Additional compulsory items for all

	Monkhouse Order Code
School Tie Y7-Y11	SKU AXAE0904906NASX
School Tie Y12-Y13	SKU AXAE0904905NAGO
Socks: plain black, grey or white – ankle or $\frac{3}{4}$ length	These can be purchased from any retailer
Tights: natural or black. (No patterned tights.)	These can be purchased from any retailer
Shoes: must be plain black leather or leather-look shoe - 6cm max heel. (No trainers, and no boots.)	These can be purchased from any retailer



Optional items

	Monkhouse Order Code
Navy Unisex Badged Cotton Blend Jumper	SKU AXAE0003261NA
Tailored Shorts (Grey)	SKU 10000000181GY
Plain coat – no designer labels or hooded jumpers are to be worn.	These can be purchased from any retailer

School shoes

We appreciate that there is a certain amount of overlap and interpretation over what constitutes a shoe rather than a trainer. Therefore, we hope that the following is a helpful guide:

- School shoes must be plain – no obvious logos, tags etc.
- Shoes must be entirely black.
- Shoes must be leather or leather-look. They must be polishable.
- No suede, canvas etc. as these types of footwear are less robust and less waterproof.
- Some sports brands (such as Nike, Adidas, etc.) offer shoe-like footwear as part of their range. Whilst we cannot list every model of footwear that is or is not appropriate, we are aware that models such as Nike Air Force 1 are popular. If this particular model is bought then please could the silver tag at the front be removed, and the shoe be polished.
- As with any aspect of school uniform, please ask for advice before purchasing if in any doubt.

Jewellery

- No facial jewellery - No piercing of eyebrow, lip, nose, tongue, chin, etc. No facial jewellery of any type is permissible.
- No magnetic jewellery of any type is permitted.
- One pair of stud type earrings. Ear studs may be worn but not rings or other styles. 'Stretcher' style earrings, spikes and flesh tunnels are not permitted.

One necklace, to be worn underneath shirt or blouse.

- One 'band' type ring and/or a wristwatch
- No other jewellery or tattoos permissible

Hair and makeup

Hair colour should be either natural or dyed one natural colour. 'Dip-dyed' or Ombre hair is not permitted.

No bleaching, extreme colour or extreme styles such as tram lines. Make-up should look natural and with no extremes.

Nail varnish should be a natural colour. False nails are not permitted.



PE KIT

	Monkhouse Order Code
Unisex Badged Sector Reversible Top - Navy / Cyclone	SKU AXAE0002749NACC
Unisex Pro Socks - Navy / Cyclone Stripe	SKU AXAE0904904NACC
EITHER Unisex Multi Sports Short – Navy OR Sports Skort - Navy OR Generic plain Navy short (no visible logos)	SKU 10000002742NA SKU 10000003251NA Any retailer
EITHER Boys Badged Sector Fitted Polo - Navy /Cyclone OR Girls Badged Sector Fitted Polo - Navy / Cyclone	SKU AXAE0904903NACC SKU AXAE0002746NACC
Shin pads	These can be purchased from any retailer
Sports trainers	These can be purchased from any retailer
Rugby / football boots	These can be purchased from any retailer

Optional:

	Monkhouse Order Code
Unisex Track Pants – Navy – Cyclone OR Generic Navy track pants	SKU 10000003249NACC Any retailer
Leggings – Navy OR Generic Navy leggings	SKU 10000002743NA Any retailer

P.E. uniform items are available from the same suppliers as that of the main uniform.



ADDITIONAL NOTES

Students are required to ensure that they wear their uniform in the way set out in this Policy, and that they immediately correct any uniform infractions that are identified by staff.

No single Uniform Policy can guarantee to cover every possible eventuality, and MCS reserves the right to use professional judgement to determine what is or is not appropriate uniform.

Persistent refusal to meet uniform expectations will be treated under the Behaviour Policy as refusal to follow the direction of the School, and sanctions will be applied at the discretion of the School.

Any medical exceptions require a letter from the hospital or G.P. before any exemptions are made. The Form Tutor or Wellbeing Team should be contacted to discuss any concerns.

This Policy complies with all aspects of the *Statutory guidance for school governing bodies on school uniform and appearance policies 2019*.



APPENDIX 2

ABSENCE INFORMATION FOR PARENTS

It is important that we all know

If your son or daughter does not arrive at school, staff have no way of knowing where they are, and if they are safe. Let them know if your son or daughter will be absent, and keep them informed.

Parents are responsible for a student's attendance at school, and for contacting the school promptly if a student cannot attend.

What can I do?

Telephone the school as soon as possible on the first day of absence if your son or daughter cannot attend.

Alternatively, try to get a message to the school by sending a note with another student.

If the student is absent for more than three days, please ensure the school is regularly updated.

If you are having difficulties, please let the school know. They will treat all matters in the strictest confidence.

Who can I speak to at the school?

To report an absence, the school Attendance Officer is the most appropriate person.

Tel: 01600 775284

If you have a problem which may affect your son or daughter's attendance, their Form Tutor is the first point of contact via the main school switchboard or via the Sixth Form Office.



APPENDIX 3

ABSENCE INFORMATION FOR STUDENTS

If you are ill:

- On the first day of absence, your parent/guardian must telephone the school absence line on **01600 775284** and in the morning of each day of absence after that.
- If you are absent for more than a week, or if you are regularly missing lessons due to ill health then you must provide a doctor's note to confirm this.
- Regular single day absences are not acceptable.
- Doctors, Dental, Optician, etc, appointments must be arranged outside classes.

Authorised Absence

Authorised absences must be approved in advance. An explanatory note from your parent/guardian should be passed to the Sixth Form Office.

Examples of authorised leave include:

Hospital appointments, a university or job interview, open days, attendance at a funeral or wedding of a close family member, driving test, severe transport disruption such as snow, course related work experience, family emergency.

Examples of unauthorised leave include:

Holidays, paid work, leisure activities, birthdays and family celebrations, babysitting, driving lessons, missing the bus, routine doctor or dental appointments.

Planned absence

When you agree to go on any trip during term time (Subject Trip, University Open Day, etc) you must get permission from your teachers of your proposed absence.

Sixth Form Student Trip Advice Notes should be completed for any term time trips and are available from Reception or the Sixth Form Office. Once you have completed this form and your Subject teachers have signed it, please return the completed form to the Sixth Form Office.