



Crestwood Sixth form Attendance Expectations

At Crestwood Sixth form, regular attendance is the key to success at Post-16 study. It is proven that students who are in school achieve far better results than those who are consistently absent. With this in mind, Crestwood Sixth form work with all parents, carers, and students to fully support our attendance expectations.

As well as timetabled lessons students also have non-contact periods on their timetables for private study, prep, extension work, student enhancement and enrichment. Students are scheduled to be within the school building between the hours of 8.20-12.30 and 13.30-15.30 (Monday, Tuesday and Thursday), or 13.30-14.30 (Wednesday and Friday). Students may leave site at breaks and lunchtimes.

Sixth form students should strive to achieve consistently good attendance, as poor attendance will affect academic attainment. Students are expected to attain at least 95% attendance for the year. An exemplary record of attendance often leads to greater opportunities at post-18, when applying to higher education establishments or employment.

Students attend tutor time each morning at 8:20am. Students should attend all sessions punctually. Students should make every effort to make medical/dental appointments out of school hours; if this is unavoidable then the Head of Sixth form or sixth form administrator should be made aware of this and provide evidence of any appointments so that absences can be authorised.

The Sixth form should be contacted by a parent, carer, or guardian on the first day of absence before 8.20am via telephone (01384 686840) or email (6th@crestwood.dudley.sch.uk). If a student does not attend tutor time or during AM lessons, and Crestwood have not been contacted via telephone or email, then parental contact will be made. This is to assure the safety and well-being of the students in our care. Sixth form staff will review attendance daily. If a student fails to attend Sixth form without prior notice, or contact through the directed channels, Parents/Carers will receive an "unauthorised absence" text message from Crestwood Sixth form asking for the recipient to get in touch with Crestwood Sixth form immediately to confirm absence.

Upon return, students will be expected to collect and catch up on any work that was missed. Holidays during term time will **NOT** be authorised.

In such cases of known absence, permission from Ms Lowe and subject teacher will need to be granted 2 days in advance.

At Crestwood Sixth form students are expected to be punctual to their 8.20am tutor time and are responsible for registering on time for lessons, enrichment activities, and tutorial. Failure to be reliably punctual will result in the same interventions as poor attendance. Please see Independent Student Support Programme in the Sixth form handbook or in student planners for more details on interventions.

If at any time, you have concerns regarding your child's attendance, please do not hesitate to contact Ms Lowe (Head of Sixth Form) or Mrs Siviter (Sixth Form Administrator) via email (6th@crestwood-s.dudley.sch.uk), who will be very happy to offer support and guidance.

Digital ID cards- Signing in and out

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they use their Invictus Sixth form ID card to sign in using the ID machines located at the entrance to every campus, as well as swiping out again each time they leave the building throughout the day.