

Sixth Form Attendance Procedure

Regular school attendance is essential if students are to achieve their full potential. At Altwood Church of England School, we believe that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults, who are able to realise their full potential and make a positive contribution to their community. We value all students, and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

Reporting Absences:

- If your child is going to be absent, please ring school as early in the day as possible on 01628 622236 option 2, giving the reason why your child cannot attend. You can also email: attendance@altwoodschool.co.uk
- Where possible, make medical appointments after school or during school holidays.
- For unavoidable hospital or dental appointments, please produce a note or card to show the school office. You can also email evidence to attendance@altwoodschool.co.uk

In the sixth form we can be a little more flexible and we occasionally allow students to study at home for no more than one afternoon a week provided their attendance and progress is satisfactory. This should be pre-arranged and approved by both sixth form and a parent/carer.

We also appreciate that opportunities arise that may be beneficial to students future plans, that take place during the school day, these absences will be considered, please request authorisation in advance by emailing sixthform@altwoodschool.co.uk