
Cambourne Sixth Form

ATTENDANCE POLICY 2024-2025 Entry

This policy will be reviewed and updated on a two year cycle

Committee: LGB

Approved by Governing Body:

Reviewed: July 2026

Responsible Officer: Frankie Rose, Head of Sixth Form

Sixth formers are expected to attend all timetabled lessons, including Enrichment, Tutor periods and Assemblies. Significant mitigating factors apart, we expect a minimum attendance rate of 96%.

- Sixth formers should seek to make all medical and dental appointments outside lesson time; this is one reason for engineering a college day that ends by 3pm.
- Sixth formers should not make appointments for such things as driving lessons during the college day; it is worth remembering that all Universities and employers may ask for attendance rates in references we supply.
- Holidays must not be taken during term time and will not be authorised.

Reporting Absence

If a sixth former is unexpectedly and unavoidably absent, please contact Lorraine Lye, Sixth Form Support Coordinator (attendance@cambournesixthform.org). Following the period of absence, sixth formers must also contact their subject teachers to ask for any work missed. If sixth formers arrive late for lessons or need to leave college early they must sign in or out using the iPad in the Sixth Form reception. If, for an unavoidable reason (such as a religious observance or for a hospital appointment), a sixth former knows they will be absent in advance, they must inform Mrs Lye and their subject teachers prior to the absence.

Monitoring Absence

Parents/Carers Parents are kept informed of their child's attendance through the use of a weekly absence update, sent on a Monday morning. This absence update is sent to parents when their child has one or more unexplained absences for the previous week. It details the date and time of any missed lessons. Parents are then asked to contact Lorraine Lye, Sixth Form Support Coordinator (attendance@cambournesixthform.org) to account for the unexplained absences. Academic Tutors and the CamSF leadership team discuss sixth formers' attendance weekly and highlight young people whose attendance is of concern. These concerns will then be followed up by Academic Tutor, with either with a verbal warning or a contract of study for attendance.