
Cambourne Sixth Form

ATTENDANCE POLICY

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

Committee: LGB

Approved by Governing Body:

Next Review: 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 are kept informed of their child's attendance via the MCAS (MyChildAtSchool) app, detailing whether an absence is authorised (with valid reason given) or unauthorised/ unexplained. It details the date and time of any missed sessions. Parents are requested to contact Lorraine Lye, Sixth Form Support Coordinator (attendance@cambournesixthform.org) to account for any unexplained absences. Academic Tutors and the CamSF leadership team discuss sixth formers' attendance fortnightly and highlight young people whose attendance is of concern. These concerns will then be followed up by Academic Tutor; these procedures are summarised on the next page.

Attendance and Absence Procedures at Cambourne Sixth Form

1st day absent

- Student (or parent) to inform Sixth Form via email, copying in parents and form tutor. Email should be sent at the latest one hour before the student is expected in lessons.
- Sixth Form team will respond via email.

Subsequent days absent

- Student (or parent) to inform Sixth Form each day to update.
- Sixth Form team may call home to check how the student is.
- Form tutor will have a conversation in student's next 1-2-1 meeting.

Repeated absences

- A medical note may be requested if absence becomes repetitive or persistent.
- Sixth Form team may co-ordinate a meeting and put an attendance report or contract of study in place.

Absence below expectation

- Parents will be notified via a letter outlining attendance expectations vs. student's current attendance.
- Sixth form team will co-ordinate a meeting, and an attendance report or contract of study will be put in place.