

## **Attendance and Punctuality**

100% attendance is expected from all students. Students must attend all registrations, scheduled lessons, private study, assemblies and mentoring interviews. We do recognise, however, that this is not always possible and students who have genuine, authorised reasons for absence will be treated in a supportive way.

In the case of absence, the Sixth Form Office **must be notified by a parent/carer on 01228 516051 ext 263** before 9.00am. Alternatively an email from a parent/carer may be sent to [6form@trinity.cumbria.sch.uk](mailto:6form@trinity.cumbria.sch.uk)

A longer absence (more than 3 days) should be covered by a note from a parent/carer on the student's return.

Requests for leave during term time for unavoidable reasons such as medical/practical driving test (not driving lessons or theory test)/religious observation/sporting activities/university visits etc should be made on the 'Leave of Absence' form, available from outside the Sixth Form Office or on the Sixth Form area of the school website. It should be completed and signed at home and then by appropriate members of staff, before being returned to the Sixth Form Office as soon as possible **prior** to the first day of absence.

Parents should not arrange family holidays during term time. Absence will only be authorised in exceptional circumstances.

We place great emphasis on PUNCTUALITY. Late arrival is unacceptable and students should arrive to lessons at 8:25am.