



Simon Langton Girls' Grammar School

Old Dover Road, Canterbury, Kent CT1 3EW

Telephone: 01227 463711 Email: post@langton.kent.sch.uk

Website: www.langton.kent.sch.uk

February 2023

Dear Parents/Guardians,

RE: CHANGES TO SIXTH FORM ATTENDANCE POLICY

One of our key responsibilities is to encourage the development of the transferrable skills that are essential for school leavers, and as such students will be given greater responsibility for organising and managing their time and ensuring that they are punctual to all their lessons and timetabled sessions. In recognition of student requests for greater flexibility and independence as they prepare to progress to university and the world of work, we have introduced some amendments to our Sixth Form attendance policy.

Our attendance expectations for all Sixth Form students are:

- All Sixth Form students must sign-in and out every time they arrive to or leave from the school site. This is in addition to their morning registration where applicable (please see variations for each year group).
- Students will receive a lunchtime detention for unauthorised absences from lessons. Students and parents can of course contact the Sixth Form Team once the detention has been set if there is a genuine reason for absence. Non-attendance at the lunchtime detention without a valid reason will result in a Friday after-school detention.

Attendance policies for each year group are detailed below:

Year 12

- All Year 12 students are expected to attend the complete school day, including form time, and attend all lessons.
- Year 12 students can leave the school site to go to local shops in study periods, break and lunchtime. Students should sign in and out every time that they arrive to or leave from the school using their lanyard and the Invenry system.
- Student attendance will be monitored by the Sixth Form Team. If a student's academic performance declines, they will no longer be able to leave the school site in study periods and will need to sign-in with the Pastoral Team who will provide a space for study.

Year 13

- All Year 13 students are expected to attend all lessons and one scheduled form time a week on a Wednesday so that they can receive important messages and remain a part of the Langton Community.
- To support the UCAS and progression beyond Langton process, Year 13 students may be asked to sign-up to mentoring sessions with their tutor during other tutorial sessions when they have a lesson period 1.

- Year 13 students are not expected in school before a timetabled lesson and can leave the school site once their lessons for the day have ended.
- Year 13 students can leave the school site in between lessons, ensuring that they sign in and out every time that they arrive to or leave from the school site using their lanyards.
- Student attendance will be monitored by the Sixth Form Team. If a student's academic performance declines, they will no longer be able to leave the school site in study periods and will need to sign-in with the Pastoral Team who will provide a space for study.

These new policies and procedures will take effect from **Monday 28th February**. Please do contact either myself or Mrs Bramwell if you have any questions.

Yours faithfully,

K. Cameron-Fleming

Ms K Cameron-Fleming
Assistant Headteacher – Responsibility for the Sixth Form