

Absence: student responsibilities

REMEMBER! You are aiming for **100% attendance** in all of your subjects, tutorials and morning registration.

1. Contact the Sixth Form admin at your base school at the beginning of the day on your first day of absence. This is so we know you are safe and also that school records can be accurately maintained.

2. Keep us informed! If you are likely to be ill and away from school for a while, then it is important that your family keep us updated. They should speak with Sixth Form admin who will brief your Tutor and/or Head of Year.

Hospital appointment letters must be provided to authorise medical appointments. Doctors, dentist appointments and driving lessons need to be arranged outside of your lesson times.

3. When you return to school you must give a written note to Sixth Form admin explaining the reasons for your absence. This should be addressed to your tutor and written by a parent or guardian.

Failure to have absences authorised will lead to your records showing **unauthorised absences**. Unauthorised absences are not accepted at LaSWAP and will lead to an Academic Disciplinary.

4. It is your responsibility to see each of your subject teachers in the lessons that you have missed. This is polite and courteous and will allow you to catch up on all work that you have missed, minimising gaps in your understanding of the syllabus.

Maximise your full potential by attending all of your lessons, this will have a positive impact on your learning and your success.