

The Malling School  
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Kent  
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8th December 2021

PM/jmc

Dear Parents/Carers

## SIXTH FORM ATTENDANCE EXPECTATIONS AND PROCEDURE

As I am sure you are already aware, good school attendance is key to helping students achieve the best possible grades and maximising their potential learning opportunities.

In recognition that school attainment and attendance are strongly linked, we would like to take this opportunity to remind all our Sixth Form students and their parents/carers of our expectations around this.

Should attendance drop below 100%, a meeting will be held with the student to offer support and ensure any gaps in learning are addressed. If attendance continues to fall and becomes under 95%, contact will be made with home and a letter issued. If any attendance dips below 90%, we will invite parents/carers to attend a meeting with your son/daughter. We monitor attendance very carefully and consider any attendance below 96% to be poor.

Our Sixth Form is a full time educational provider. All our students are expected to be in school by 8.45am, every day of the week. Punctuality also plays a crucial part in students' achievement and academic success, and we monitor this closely too. Students who are persistently late, will be required to attend a meeting and afterschool session with the Sixth Form team, these will be held on Thursdays. Sixth Form students are allowed to leave school at 1.25pm when they do not have a lesson in the afternoon. If students fall behind in their studies, this privilege will be revoked, and they will be required to stay on the school site until 3:20pm.

If your child is unable to attend school through illness, we ask that parents/carers inform us on the first day of absence. This can be done by emailing our Sixth Form team at SixthForm@themallingschool.kent.sch.uk or call on 01732 840995 ext 261. It is useful to know the expected day of return. If you are unable to supply us with this information, we have a duty of care to contact you so that we may be sure of the student's whereabouts for safeguarding measures. We also ask to be informed of any medical appointments and would appreciate if those could be kept to outside school hours, whenever possible. If a student needs to leave school early, parents/carers should contact the Sixth Form team no less than 24 hours in advance.

Where the student is absent through illness or medical appointments, and contact has been made from home via parents/carers, this will be counted as authorised. Where we have concerns over excessive absence patterns through illness we will need to discuss this with parents in order to gain a better understanding of the problems and to offer support.

If you wish to discuss this matter further, please do not hesitate to contact me at Pauline.McCarthy@themallingschool.kent.sch.uk.

Yours sincerely

**Pauline McCarthy**  
Sixth Form Administrator

