

Dane Court Grammar School

Sixth Form Attendance and Punctuality Policy

As members of the sixth form, students are expected to monitor their own time-keeping with maturity. At DGCS Sixth Form, we expect students to demonstrate courtesy and respect by arriving on time and being prepared to learn. Failure to do so will result in appropriate consequences in order to make up for lost time.

Arrival to school:

Students are expected to arrive at school by 8.30 at the latest in order to be prepared for lessons to commence at 8:40. Students are to remain on the school site for the duration of the school day.

Punctuality to lessons:

Students must arrive at their period 1, 3 & 5 lessons at least 5 minutes before they are due to commence. Should students arrive at their period 2 & 4 lessons after the bell, they will be recorded as late and an appropriate sanction issued.

Planned and unplanned absences:

If students have an upcoming approved absence, an email should be sent to sfabsence@danecourt.kent.sch.uk 24 hours in advance with evidence attached (e.g. letter or email) and they should let their teachers know in advance in order to request work they will miss. Should an unplanned absence occur e.g. due to illness, an email should be sent that morning to inform their teachers and work will need to be caught up at an appropriate time. Please do not call reception to report an absence.

Failure to meet expectations:

Should a student be late to school in the morning or coming back from lunch, their lateness will be recorded and if this occurs on more than three occasions within a week, the head of sixth form will issue an after school detention.

September 2020