

## **Attendance: What to do if...**

### *...I am ill and cannot attend school?*

If you are unwell and cannot come into school, please ask your parent/carer to inform us by telephone (01525 755100, choose option 1 to report absences) or email ([sixthformabsence@harlington.org](mailto:sixthformabsence@harlington.org)), ideally before 09:00am. This will ensure that your record is updated to show an authorised absence. If you forget to telephone/email on the day, please inform us as soon as possible.

### *...I am ill during the school day?*

If you feel unwell during the school day and feel that you need to go home, please see a member of Sixth Form staff who will authorise you to do so and be able to arrange first aid if necessary. Your attendance record will then be updated accordingly.

### *...I have a planned absence such as a University visit, school trip or medical appointment?*

Please complete a green 'Leave of Absence' form, available from the Common Room, in advance of your absence. This will need to be signed by staff and a parent/carer before you return it to the Sixth Form Office so that we can update your attendance record.

### *...I arrive in school after morning registration has finished?*

If you arrive late, you must sign in using the electronic system which is located on the Sixth Form balcony. This will ensure that, although you are marked as Late, you will still be recorded as present for the day.

### *...If my teacher is absent for a lesson?*

Please ensure you collect the cover work from the subject office and then sign in using the purple book which is located on the Sixth Form balcony.

### *...I want to take Home Study (HS)?*

If you are eligible for HS then you will need to complete a HS agreement form and get it signed by your parent/carer before submitting it to the Sixth Form Office. See Home Study section for more information.

### *...I realise I have forgotten to follow one of these procedures?*

If you realise after an absence that you have not informed us of the absence via the appropriate procedure, you must complete a red self-certification form to notify us of the reason that you were not in school. This will prevent an unauthorised absence on your record. Please get the form signed by a parent/carer before submitting to the Sixth Form Office.

