



## RUGBY HIGH SCHOOL SIXTH FORM: ATTENDANCE

### Key information for Parents and Sixth formers

At Rugby High School we recognise the strong link between **academic success**, wellbeing and health and **good attendance**.

As a Sixth Form we have a culture that **promotes the benefits of good attendance** and have a robust daily process to follow up absence.

In case of student illness:

- On the morning of an absence please email before 9:00

**[6thattendance@rugbyhighschool.co.uk](mailto:6thattendance@rugbyhighschool.co.uk)**

or

- **Ring the school number** and leave a message:

**01788 810518**

Or

- Contact the **school via Parentmail**

*Our Sixth Form attendance officer is Mrs Claire Billington and as part of the Sixth Form team deals with attendance issues*

In Sixth Form, it is still the responsibility of the parent / carer to:

- Ensure their **child attends every day** the school is open (except when a statutory reason applies.)
- **Notify the school as soon as possible** when their child has to be unexpectedly absent (e.g. sickness). *N.B. in Year 12 and Year 13 the school only accepts notification from parents/ carers, NOT Sixth Formers.*
- Book medical appointments around the school day when possible
- Only request leave of absence in exceptional circumstances and do **so in advance**. *In this instance, please contact [6thattendance@rugbyhighschool.co.uk](mailto:6thattendance@rugbyhighschool.co.uk) . You will be required to fill in a form and this request is considered by the headteacher.*

#### Sixth Form support

If you have any concerns or worries about your child's attendance, please do not hesitate to contact the Sixth Form Team:  
[RH6team@rugbyhighschool.co.uk](mailto:RH6team@rugbyhighschool.co.uk) Our staff are here to support you and your child with attendance issues.

#### Punctuality

In addition to good attendance it is our expectation that students arrive punctually for school every day.

Our school day begins at 8:50 a.m. and all students are expected to get to school in good time, so they can make a prompt and punctual start, attending form time with their tutor.

*For further information please see our [attendance policy](#).*