

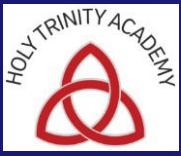
SCHOOL DAY & ATTENDANCE

The School day for Sixth Form students operates as follows ...

Time	Event
08:25 - 09:25	Lesson 1
09:30 - 10:30	Lesson 2
10:30 - 10:50	Break
10:50 - 11:20	Form
11:20 - 12:20	Lesson 3
12:20 - 13:20	Lesson 4
13:20 – 13:50	Lunch
13:50 – 14:50	Lesson 5

Holy Trinity Academy operates a 2 week timetable. Over the fortnight, Sixth Form students will have between 24 and 27 hours of A Level lessons and an additional day that incorporates the Pastoral programme and General RE course. There are requirements for students to study both in school and at home when not in lessons.

All students are required to be in school every day from the start of the day until the end. Work experience can be arranged through the Head of Sixth Form and be incorporated into the timetable.



SCHOOL DAY & ATTENDANCE

Attendance is a key factor to academic success. If you're not in school then you will jeopardise your progress. As an Academy, we understand the students become poorly and therefore may be too ill to attend school. We therefore, will support you upon you return to school.

We expect all students in Year 12 and 13 to attend school from 08:25 to 14:50 each day. If they leave school for any reason, at any time of the day they must have permission from the Head of Sixth Form and ensure that they sign in and out.

Medical appointments and driving lessons should be arranged for outside school hours, and proof is needed if this is not possible.

We expect all 6th Form students to have a minimum attendance of 97%.

Attendance	Action
Above 97.0%	Holy Trinity Academy are pleased with your attendance. Students who have an attendance of 97% or more will be rewarded throughout the year for their commitment to their studies and the school community.
95.0% to 96.9%	Student will meet with their Form Tutor for a interview / discussion about their attendance. The level of attendance will then be monitored by staff and expected to come up to the minimal requirement.
93.0% to 94.9%	The Academy will contact home to discuss with parents / carers their concerns. Some privileges may be withdrawn (e.g.: going off site at lunch time).
91.0% to 92.9%	The Academy will meet with parents and the student on a formal basis in school to discuss the level of attendance. Measures will then be put in place to enable the student to make up the time missed and we would expect to see a significant improvement in the level of Attendance.
Below 91%	The Academy will meet with parents and the student to discuss the future of studying here at Holy Trinity Academy.