



Kesteven & Grantham Girls' School

Inspire, Challenge, Achieve

An Outstanding Selective Academy

Headteacher: Mr J Fuller

Dear parent/guardian

January 2024

Sixth Form attendance management and the safeguarding of our students through attendance monitoring is an extremely time consuming and labour-intensive process and we would like to remind you of how you can help us to manage it most efficiently.

Please could you take a moment to refresh your knowledge of the guidelines for Sixth Form attendance, procedures for reporting Sixth Form absences and how you authorise students to return home from school should they be unwell during the school day.

Sixth Form attendance

All Sixth Form students are expected to attend school every morning. They should sign in on entry and report to form registration at 8.50am. They must wear their school lanyards at all times when they are on the school premises.

Many students have independent study periods on Mondays and Tuesdays only from 11.30-12.30pm unless they have timetabled Enrichment lessons or are required to see a member of staff. During this time, they may leave the school site.

Students may leave the school site at lunchtime (12.30-1.35pm), every day. It is vital that we know which students are on or off site at any time, so all students must sign in and out personally and diligently every time.

Many students have independent study on Wednesday afternoon unless they have timetabled Enrichment lessons or are required to see a member of staff. During this time, they may leave the school site and study at home.

After February half term of Year 12, most students will have one additional afternoon when they have no formal lessons. During this time, they may leave the school site and study at home.

From time to time when there are whole school events, all Sixth Form students may be required at school.

Sixth Form Absence

If a student is unwell or unable to attend school for any reason, a parent/guardian must contact us by 9am. This is preferably done by emailing sixthform@kggs.org but may be done by phone call.

Medical appointments

Preferably, the school should be notified of any such appointments in advance by parents/guardians and evidence of appointments offered. For an emergency appointment, parents/guardians should contact the Sixth Form Team.

Students feeling unwell.

Should a student feel unwell during the school day, they should report to the Sixth Form Pastoral office. They will be required to call a parent/guardian for verbal permission to return home for the rest of the day.

Your cooperation and communication is greatly appreciated.

Kind regards, the Sixth Form Team



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