



The Oldershaw School

Sixth Form Code of Conduct

Attendance:

There is a requirement for 100% attendance every week during term time. However, there may be times when you cannot reasonably attend a session and, as a result, are marked as being absent on the register. Reasons for acceptable absences are listed below. Absences that may be accepted by the School are called 'authorised absences'.

For an authorised absence to be recorded on the register your parent/carer must communicate the reason for absence in writing to your Form Tutor. For example, if you have a doctor, dentist or hospital appointment, all letters should be provided by your parent/carer, or, we can take a copy of an appointment card.

If you are going to be absent because of sickness, transport problems etc. the School should be telephoned on 0151 638 2800 and a message left. You should ensure that the School is telephoned on the first and every subsequent day of your absence. You should also bring a letter from your parent/carer explaining your absence when you return to school.

Alternatively, please notify Mr Routledge by email: routledgele@oldershaw.wirral.sch.uk

Authorised Absences

- Sickness – if a letter from your parent/carer explaining the absence is supplied to the School;
- Work experience, careers advice or university visits – these must be pre-planned, evidenced and agreed;
- Medical emergencies;
- Religious reasons
- Discretionary reasons agreed by Mr Routledge

Unauthorised Absences

The following are examples of reasons for absence that will not be accepted as authorised absences:

- Babysitting children
- Holidays
- Paid employment
- Leisure activities
- Birthdays or similar celebrations
- Shopping trips
- Driving lessons

Conduct:

You are required to be an outstanding ambassador for the Oldershaw School at all times. You are expected to be a positive example to younger pupils in the School in every situation.

Examples of bad behaviour specifically includes:

- Engaging in continual, low level disruptive behaviour within a learning situation;
- Using unacceptable language;
- Not engaging fully in the learning process;
- Inappropriate behaviour in the Sixth Form area;
- Lateness for classes or registration
- Failure to submit work on time.

I confirm that I have read and understood the above information about my conduct and that if it is not satisfactory, I will be asked to leave The Oldershaw School Sixth Form.

Name of student

Student signature Date

Parent/Carer Signature Date