

# SIXTH FORM CONTRACT

- I understand that the school will deliver good teaching in the subjects of my choice and will help me to work towards high outcomes.
- I understand that it is a requirement at Monmouth Comprehensive School that I attend registration at 8.45am every day and all scheduled assemblies.
- I understand that if I am ill, I should follow the Procedure for Absence as laid out in the Student Planner.
- I will endeavour to manage my time so that assignments are researched and completed on time.
- If unforeseen circumstances arise I will liaise with my tutor/teacher to make adjustments to my schedule.
- I will make every effort to inform my teachers of known future absence, and use a Student Trip Advice note.
- I will ensure that Mrs. Guest is consulted before any timetable changes are agreed.
- I will wear uniform as set out by the Governing Body of the School.
- I understand that if I am not in full uniform, I may be sent home.

## PROCEDURE FOR ABSENCE

### If you are ill

- On the first day of absence, your parent/guardian must telephone the school absence line on 01600 775284 and in the morning of each day of absence after that.
- If you are absent for more than a week, or if you are regularly missing lessons due to ill health then you must provide a doctor's note to confirm this.
- Regular single day absences are not acceptable.
- Doctors, Dental, Optician, etc, appointments must be arranged outside classes.

### Absence due to other reasons

- Authorised absences must be approved in advance. An explanatory note from parent/guardian should be passed to the Sixth Form Office.
- For all Pre-planned absences a Student Trip Advice note should be completed.

#### **Examples of authorised leave include**

Hospital appointments, a university or job interview, attendance at a funeral or wedding of a close family member, driving test, severe transport disruption such as snow, course related work experience, family emergency.

#### **Examples of unauthorised leave include**

Holidays, paid work, leisure activities, birthdays and family celebrations, babysitting, driving lessons, missing the bus.

**Student Name** \_\_\_\_\_ **Reg** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

