

## Sixth Form attendance expectations:

- **All timetabled** lessons, guidance sessions, VMG and Study Periods should be attended
- **Be punctual.** This applies to all lessons, guidance sessions, VMGs and Study Periods.
- Routine appointments should be made for when you are not due in school. This applies to driving lessons as well as driving tests.
- Regular and punctual attendance is an essential part of academic achievement. Time off during term time will not be authorised unless there are exceptional circumstances.
- **If in school**, you must attend your VMG.

If you have any queries regarding attendance, please contact Mrs Clare Bennett, Attendance Manager via:

- The Attendance Office (social area, ground floor)
- Direct dial: 01423 554087
- Mobile: 07960597111
- Email: [cbe@harrogatehighschool.co.uk](mailto:cbe@harrogatehighschool.co.uk)

**Remember: all absence, whether authorised or unauthorised leads to gaps in learning!**

***Think twice—every day counts!***