

## **Sixth Form Attendance Protocol**

### **Aims:**

To achieve the goal of full attendance, to ensure all students attend all lessons, study periods and registration tutor period.

To ensure regular attendance to maximise student progress and achievement.

To make certain students attend registration to receive notices, information, opportunities and to follow the tutorial programme. This programme is designed to support students throughout their studies and to prepare them for their next steps beyond sixth form. Topics include study skills, effective revision, introduction to higher education, UCAS, careers advice, as well as many other sessions to prepare students to be well rounded, independent young people. Tutors also monitor academic progress of all students in their care.

### **Monitoring:**

Each student's attendance at morning registration is recorded by tutors

Each student's attendance is recorded by subject teachers in individual subject lessons

Students who give cause for concern are subject to tracking procedures which will involve tutors, subject teachers, Sixth Form Coordinator, the Education Welfare Officer (EWO), parents and Head of Sixth Form

### **The effects of poor attendance:**

Attendance affects both learning and student grades

Attendance below 90% equates to the loss of half a day and half a grade

Below 80%; a full day and a drop of one whole grade

References requested for UCAS, training courses and employers will include student's attendance record.

### **Reporting absence because of illness:**

If students are unable to attend Sixth Form due to illness, a parent or carer should ring the absence line (01271 869257) before 9.00am on every day of absence

### **Authorised absence**

If students are absent for one of these reasons, the absence will be "authorised" and teachers will mark the register accordingly. For most of these absences tutors should be notified 48 hours in advance that you are going to be absent.

<b>Reasons for absence</b>	<b>Evidence required</b>
A medical appointment that cannot be arranged outside school hours ( ie not a routine doctor's or dental check-up but a hospital appointment with a specialist that cannot be negotiated	Appointment card or letter
A visit to a University open day or a career related interview	Letter from parent or authorisation from tutor or Sixth Form Coordinator
A work experience placement which is an integral part of a course	Teacher to inform Sixth Form Coordinator
A need to look after a family member or other person for whom the student has a caring responsibility (this cannot be a regular occurrence, nor can it be to care for someone for whom the student is not identified as a carer	Letter from parent or carer or relevant social service or a call to the absence line
Participation in a school organised visit that supports the student's school study	Confirmation from trip organiser
Participation in a sporting, volunteering, performing or presentational activity as a representative of the school	Confirmation from activity organiser
Exceptional family circumstances e.g attendance at a funeral	Letter from parent or carer
Severe disruption to transport which leaves student with no alternative method of transport. This does not apply to missing a bus or being held up in traffic	Call to absence line
Illness	Phone call to absence line from parent/ carer before 9 am on the morning of absence

## Unauthorised absence

The school does not authorise absence for the following reasons:

Holidays

Part time or full time work which is not part of the student's programme of study

Leisure activities/shopping/festivals

Birthdays or similar celebrations

Child-minding siblings or looking after people (if student is not identified as a Carer)

Driving lessons

Non-emergency doctor/dental appointments

## Monitoring attendance

The Head of Sixth Form and Sixth Form Pastoral Coordinator closely monitor the attendance and punctuality of all pupils on a weekly basis. There will be regular and routine check-ups with parents to ensure any absence is for valid reasons. Any student whose attendance falls beneath 90% will be subject to the following:

**Step 1** – Students identified with unauthorized attendance below 90% will have their parents contacted via phone call or letter informing them of unacceptable attendance and warning them (by Tutor, Pastoral Coordinator or Head of Sixth)

**Step 2** - If there is no improvement in attendance then the student will have a meeting with the Head of Sixth Form where they are given a second, formal warning concerning their attendance. This will be accompanied by a second letter notifying parents of unacceptable attendance and reiterating the expectations.

**Step 3** – If there is still no improvement in attendance the students will have a final formal meeting with the Head of Sixth Form. At this stage, the student's position in the Sixth Form is no longer secure and the school reserves the right to remove students with attendance under 85%.

- For students with attendance under 90% the school reserves the right to charge for exam entries and to withhold or reduce bursary payments
- For students with attendance under 85% ('persistent absence') the school reserves the right to withdraw students from their exams and courses (unless there are exceptional and extenuating circumstances)

*\* Students in receipt of bursary may typically expect to have their funding withdrawn on a sliding scale depending on attendance levels; less than 90% attendance 25-50% reduction, less than 85% attendance up to 100% removed.*