



## Student Attendance Policy

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This document is published in English but we will consider any request for the policy in different languages or formats. We review our policies regularly to ensure they are accessible and fair to all.

The document is has been reviewed for equality in terms of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### Policy Statement

We take attendance in the 6<sup>th</sup> Form seriously, and believe that attendance and achievement are closely linked. It is our intention to ensure that all students, parents/carers are aware of the policy and the steps involved. It is important to us that the policy is easily understood by all and that we developed a good relationship with students and parents/carers to encourage attendance.

The achievement and maintenance of high levels of attendance is the shared responsibility of parents and carers, the school with its Governing Body and the Local Authority.

In addition, attendance may impact EMA, where paid, and therefore students must be clear when non-attendance may impact payments.

The definition of attendance in 'lessons' includes all school lessons, tutor time, general RE, PC lessons and any other activities they commit to participate in.

### Expectations

It is expected that students attend all lessons (as described above) and should aim to have an attendance of over 90%. This level of attendance alongside a positive working ethos will ensure students maximise their potential and opportunities.

We understand that students sometimes will not be well enough to attend or family circumstances mean they have to miss some school. The school will treat each situation individually, however it is important that the student or parent/carer contacts the school to inform them of any absence longer than 1 day.

We will not accept attendance levels that falls below 80% in any one area or across all lessons. Any attendance that falls below this level will be deemed as unacceptable and could impact any reference issued by the school. EMA will not be paid for any student falling under 80% attendance.

## **Responsibilities**

- Subject teachers must complete an electronic register for each lesson through SIMS Lesson Monitor. It is a statutory requirement to record post 16 attendance in form period and all lessons. Subject teachers have a vital role by alerting the Head of Sixth Form to any unexplained absences.
- The Learning Leader for 6<sup>th</sup> Form along with Head of 6<sup>th</sup> Form is responsible for monitoring attendance patterns within the sixth form.
- Parents / Carers have a joint responsibility to ensure that their sons/daughters meet the statutory requirement to attend the school as required and on time.
- Students themselves must ultimately accept a high degree of responsibility for their punctuality and attendance. Students must arrive punctually to all sessions where their attendance is required in order to be registered.
- The Head of 6<sup>th</sup> Form and Learning Leader will advise the office of any changes to EMA payments on a weekly basis.

## **Leave of absence (Holidays) and other absence**

- By law, students should not take any leave of absence (holidays) during term time and these will not be authorised.
- Students can take up to 5 days absence to attend Open Days at universities but are encouraged to visit at weekends wherever possible. Tutors should be informed in advance of these absences.
- Students may be absent for unavoidable appointments such as specialist medical appointments, job interviews (not part time jobs) and driving tests and should inform the SIMS office or their tutor in advance.
- Students should not make routine doctors, dental or other appointments during the school day. This includes driving lessons.
- Under no circumstances should students undertake paid part time work during the school day and are advised to limit part time work to 8 hours per week if it is not to impact on study.
- Students may undertake work experience or work placements or complete voluntary activity in support of university or work applications within the school day in agreement with the 6<sup>th</sup> Form Learning Leader.

## Reporting Processes

- *Short –term absence*

Short term absence is defined as anything that covers up to 5 teaching day or less (including a part of the day).

If they are known in advance, these absences should be reported to the SIMS office and tutors and subject teachers notified. These will be recorded as **unauthorised absence** unless it falls into one of the category above.

If it is after the event, then the registers will show an unauthorised absence and unless it is reported as one of the above absences, will remain as that.

Any illness must be reported in to the SIMS office on the morning of illness. Contact details can be found on the school website. Illness which is impacting attendance by its regular nature or timing (i.e. every Friday) may be investigated by the Learning Leader.

- *Long-term absence*

Any absence which lasts longer than 5 days will be determined as long-term absence. These include holidays, illness and family emergency, although this list is not definitive.

These absences must be reported to the SIMS office on the first day of absence by the parent/carer with the reason for the absence and the anticipated length of absence. A contact number should be left with the office so the Learning Leader can contact the parent/carer if more information is required. It is by working together we can ensure students get the support necessary for long-term absence.

If an absence starts as short –term but lasts over the 5 days then the parent/carer must report it to the SIMS office as above on the 6<sup>th</sup> working day of absence.

Please note holidays taken in term time will be counted as **unauthorised absence**.

## Monitoring

- *Subject Teachers*

Subject teachers will be responsible for monitoring their students attendance on a regular basis. It is recommended that this is completed at least once a month but may be more regularly if students attendance is a concern.

Any concerns will reported by e-mail to the Learning Leader and an agreement on next steps taken based on the protocols and staff procedures document. Subject teachers cannot remove students from subjects without the consent of Head of Sixth form and Senior Management and parents/carers must be kept informed as below.

- *Learning Leader 6<sup>th</sup> Form*

The Learning Leader will produce and issue a report to all form tutors once a month for all students and more regularly for those students on a monitoring programme.

## Intervention Programme

### *Stages of Intervention*

#### Stage 1

If the attendance of a student should fall below **80%** in their lessons (as defined above) during a month or the Learning Leader and Subject teacher has agreed attendance is an issue, then a stage 1 **WARNING** will be issued by the **FORM TUTOR**.

- 1) Form tutor will interview the student and advise they are on Stage 1 monitoring.
- 2) A STAGE 1 letter should be sent home (see appendix 1).
- 3) All teachers will be notified of stage 1 students to encourage attendance.
- 4) If the student is on EMA, it will be suspended until weekly attendance is above 80%.

The student will remain under monitoring by the form tutor for the next 4 working weeks. Any continued absences can accelerate the process, however if attendance goes above 80% consistently for that period then they will be removed from monitoring.

#### Stage 2

If attendance continues to be a concern or attendance in a month falls below **60%** then the student will be placed on Stage 2 monitoring.

- 1) An interview will be held with the student and Learning Leader and actions agreed to improve attendance.
- 2) A STAGE 2 letter will be sent home (see appendix 2).
- 3) Subject teachers and form tutors will be informed of the plan and all teachers advised the student is on stage 2 monitoring.
- 4) This will be monitored on a **WEEKLY** basis until Learning Leader agrees removal or 6 weeks of satisfactory attendance is completed.
- 5) EMA will be suspended until the Learning Leader is satisfied that the student is back on track.

#### Stage 3

If attendance continues to be poor or the student has very poor attendance in one area (subject or tutor time), then the student will be placed on Stage 3 monitoring

- 1) A contract will be issued by the Head of 6<sup>th</sup> Form or Learning Leader 6<sup>th</sup> Form at a meeting with the student and Parents/Carers. All parties will sign the contract to agree the terms for continued education in the school. This will be individual to the circumstances and the student involved. (An example is attached in appendix).
- 2) The student will not be allowed to continue in lessons until this contract is agreed and signed.
- 3) The contract and covering letter (if required) will be sent home and a copy held on the student file.
- 4) Tutors and subject teachers will be advised of the terms of the contract and all teachers will be notified that the student is on Stage 3 monitoring.

5) EMA is suspended until the student is removed from contract.

The contract will continue to run for an agreed period recommended to be a period of 6 to 8 weeks (i.e. a half term). If after this time the student has achieved their targets they will be removed from contract by the Learning Leader.

In effect, this is seen as a last chance for the student to improve an aspect of attendance and breaking of the contract is likely to jeopardise the students place in school (subject to disciplinary process below).

## **Disciplinary Procedure**

Should a student break a Stage 3 contract and it is clear that no improvement or effort to improve is being made then a disciplinary procedure will be implemented. This will involve the Head of 6<sup>th</sup> Form and a member of Senior Leadership team.

The process for this can be found under disciplinary procedures policy.

## **Summary**

It is not our intention to exclude any student that wants to be in school however we feel a transparent and clear policy means that both students and staff know the consequences of non-attendance. There are consequences in the working world of not turning up to work and at university, missing lectures can have a detrimental impact on the level of degree received. The policy is therefore designed to encourage students to attend and maximise their potential as well as taking more responsibility for their own learning habits.