

Sixth Form Attendance Policy

Date: September 2017

1. Introduction

1.1. The school target for attendance is 97%. This figure includes the Sixth Form. This policy must be shared with Sixth Form students and parents as part of the Student Guidance Booklets during the September induction. It will be shared and reviewed regularly with form tutors during Year Team meetings. The contents of this policy will be made explicit during Parent Information Evenings in September and October. It should be followed closely in order for it to be effective in helping review and improve sixth form attendance which undoubtedly will have a positive impact on student attainment.

1.2. Sixth form students are enrolled on a full time basis, and must be on school premises daily between 8.40am and 3.45pm with the exception of break and lunchtime, where they are permitted to visit Upton village.

2. Registration Procedures

2.1. Sixth form students will be registered twice daily as part of the school's statutory registration and reflection/prayer periods at 8.40am (period 1) and 1:50pm (period 5). In addition to this, students will now be registered every lesson on SIMS by their class teacher

2.2. Where a sixth form student has a 'study lesson', they will be registered for the school's statutory registration (periods 1 and 5) in the following way:

Students should register in the Common Room with Miss Baguley for P1 and P5.

2.3. Teaching staff must register all sixth form groups for every lesson throughout the day using SIMS in order to monitor attendance at each individual lesson. Only in urgent circumstances should paper lists be used and passed to the attendance officer quickly in order to update the electronic registers. A record will be kept of teaching staff who regularly fail to undertake sixth form registers and their line manager and the headmistress informed.

2.4. In the case of the absence of a member of teaching staff, sufficient cover should be provided to ensure registers are taken and work is set. This is particularly important during periods 1 and 5 for the statutory registration periods. In the event that this is not possible, students should be responsible for making and sending an attendance list to reception themselves.

2.5. Sixth form students participating with in-school activities must always attend their allocated registration period/subject lesson and then return to their activity to ensure that they are always registered.

3. Lateness

3.1. Students who arrive late for registration (after 8.45am in the morning or after 1:55pm in the afternoon) MUST sign into the late book in reception stating a clear and valid reason for the lateness. Writing 'late' is not acceptable – there must be an explanation. Those who arrive late but before 9.30am will be marked 'L'. Those who sign in for a morning session after 9.30am or for an afternoon session after 2.15pm will be marked 'N' and a note of explanation from a parent/guardian will be required.

4. Absence

4.1. Illness – a parent or guardian of the Sixth Form student must contact the school between 8.00 and 8.30am on the first and every subsequent day of absence due to illness. On the day that the student returns to school, they should bring in a note of explanation for their absence confirming the reason and dates of absence. This should be handed in to Miss Baguley in the main office.

If a student is unwell during the school day, they should attempt to attend lessons as normal. Where this is not possible, they must present themselves to Mrs Hall, Mr Whisker or Mrs Smith where only in the worst cases, will they be considered to be sent home. A blue form will need to be signed by the aforementioned member of staff who will contact home before the student is allowed to leave.

4.2. Medical appointments – These should be made outside of school hours where possible. If this is not possible, a note of explanation should be provided by the parent/guardian of the sixth form student on the day preceding the appointment so that the register can be marked appropriately. Where the student needs to leave school during the day to attend an appointment, the note of explanation should be presented to Mrs Hall, Mr Whisker or Mrs Smith, and a blue form will be signed giving permission for the student to leave the school premises. This blue form should be shown to the receptionist and the 'signing out' book should be signed upon leaving for the appointment.

4.3. Where a student has significant health issues, or where an unusual amount of school will be missed due to medical appointments, it is imperative that the parent/guardian of the Sixth Form student makes direct contact with the Director/Deputy Directors of Sixth Form. This is also the case where there may be significant home circumstances, bereavement etc.

4.4. Educational Activities – Open days, work experience, taster days, Job shadowing days etc. may be considered as valid reasons for absence, however, a request must be put in writing to the Director of Sixth Form at least one week in advance of the event. The Director of Sixth Form will consider the request and sign the letter confirming whether the absence will be authorised or not. If the request for absence is not authorised, the student will be expected to attend school as normal.

4.5. School Trips/In house activities – Those teachers organising a school trip/activity which will involve students missing lessons must inform teaching staff in advance through the Monday staff briefing. They should provide two lists of the students involved in advance of the activity so that registers can be properly marked; one for the attendance officer and one for the staff room notice board.

4.6. Holidays taken during term time will not be authorised unless there are any truly extenuating circumstances which must be put in writing to the Director of Sixth Form. Letters will be considered by the Headmistress if necessary. Students taking holidays during term time are compromising their overall attainment, and should they miss school due to a holiday, their future in the sixth form will need to be reviewed and considered closely by the Director of Sixth Form.

4.6. Under no circumstances should students leave the school site without authorisation as indicated by a blue form. In addition, driving lessons must not be taken during school time.

5. Tackling poor attendance and lateness

The following table provides an outline of the process for tackling poor attendance/Late marks.

5.1 'Lates'	First occasion(s)	Continuously
2 or more 'Late' marks per week	Added to school detentions on a weekly basis.	Discussion with student Meeting with parents Position in the Sixth Form reviewed.

5.2 Attendance	Action
Weekly	Attendance data to be provided to tutors on Friday morning of each week for the tutor to discuss the following week in form time. 'N' marks to be discussed with students and reasons sought.
Half termly	The Sixth Form Team is to be provided with attendance data on a regular basis, in addition to the weekly data given to tutors. Attendance reviews will be carried out in accordance with the dates in the school calendar. Attendance of below 92% will trigger a letter home to parents from the Head of Year 12/13 on a 'phased' basis.

Persistently Poor Attendance

Persistently poor attendance, following phase 1 and 2 letters, will trigger an attendance panel review meeting which will be attended by the student and her parent/s as well as a member of the senior leadership team and Director of Sixth Form.

Poor attendance and effort will lead to underachievement and, if evidence shows that a student is underachieving as a consequence of either or both of these factors, the school will not enter the student for A Level examinations. In this case, discussion will follow to establish whether the student should be entered as an external candidate, that is pay for entries, or repeat the year. Public funds cannot be used to enter candidates who as a consequence of absence and/or lack of effort are unable to demonstrate their readiness for the examination(s).

Where medical conditions have led to poor attendance over a sustained period of time, the panel may deem that it is appropriate for the student to repeat the year in order to access the curriculum effectively.

6. Rewarding excellent attendance

6.1. Good attendance will undoubtedly lead to higher academic attainment.

6.2. Students with good attendance will be considered with high regard when selecting the Head Girls' Team and senior prefects.

6.3. Students with 100% attendance will have a card sent to them at the time of progress tracking.

6.4 Students with 100% attendance per week will receive reward points from form tutors.

