

Sixth Form Attendance Protocol

The sixth form attendance protocol at our school encourages excellent attendance and punctuality, as we know that there is a strong link between good attendance and good progress. Simultaneously, we support students to increasingly take responsibility for their own attendance and self-organisation to prepare them for future opportunities in education and work. We therefore have different attendance policies for Year 12 and 13:

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| Year 12 |
| <ul style="list-style-type: none">• All students must attend the morning session between 8.40am and 12.50pm. This includes morning and lunch time registration (8.40am-9am & 12.40pm-12.50pm).• Students may leave the school site over lunch time.• Students without afternoon lessons may leave the school site after 12.40pm.• All students are expected to attend the Chace + programme on Mondays after school from 3.20pm-4.20pm. |
| Year 13 |
| <p>In order to promote increased independence and personal responsibility, Year 13 students have more flexibility regarding their attendance.</p> <ul style="list-style-type: none">• Students must attend all timetabled lessons, including Key Skills and Supervised Study. They must also attend the linked registration time (e.g. morning registration for Periods 1 and 2 and lunch registration for Periods 3 and 4.) <p>There are spaces for students to study at school when not in lessons, including our study support room, but we do recognise that some prefer to study at home.</p> |
| All students (both Year 12 & Year 13) |
| <ul style="list-style-type: none">• Must sign in and out on Inventry in the school reception when entering or leaving the school. This is essential for safeguarding and for us to have a clear idea of who is on site at any time in case of an emergency.• Must avoid making appointments during the school day, specifically during timetabled lessons.• Should not be involved in paid employment during school hours.• Must ensure that their parent reports any absence to the Sixth Form Administrator every day that they are absent• Must provide evidence to support absence e.g. medical letters, evidence of appointments.• Should be aware that the sixth form team may require students to be in supervised study sessions outside of their timetabled lessons if there are concerns over attendance or progress. This will be added to their timetable as an intervention and visible on the Arbor app. |

- Will receive a 30 minute detention if they arrive between 8.40-8.45am and a 60 minute detention if they arrive after 8.45am (including Year 13 students if they have lessons during period 1).
- Will receive a 30 minute detention if they arrive late for Period 3 or 5 if it is a Year 13 student's first period of the day.
- Must remain in school during the 15 minute break.
- Must report any planned absences in advance.
- Will be given a 60 minute truancy detention if they are not in their scheduled lesson and the sixth form team have not been informed of the reasons why they are not there.
- Are expected to be in school to complete work if cover work is set in the case of teacher absence, unless previously arranged by the teacher and sixth form team.
- Must be available during school hours. There are times when events run during the school day but outside of timetabled lessons. We will give advance notice of this. For example, all students are expected to attend the planned enrichment days.

Students' timetables are available on the Arbor app. If you have any concerns about your child's attendance at school, or you feel your child would benefit from more structure during the school day, please contact the sixth form office and we will discuss this with you and your child.

Authorised Absences

We do recognise that there are special circumstances where a student may need to be absent from school. Students should contact the Sixth Form Administrator in advance with evidence.

| Absence | Authorised? | Supporting Documentation Required |
|---|-------------|--|
| Serious illness/injury that prevents school attendance eg sickness bug, flu, high temperature. | Yes | Students to bring a note written by parents on first day following absence and submit to Sixth Form Administrator |
| Medical appointments e.g. doctor, dental, opticians, orthodontist appointments (when an attempt has been made to book the appointment outside school hours and this has not been possible). This includes emergency appointments. | Yes | Students to bring a medical card / note written by parents prior to or on first day following absence and submit to Sixth Form Administrator |
| Attending the funeral of a relative or close friend | Yes | Students to bring a note written by parents prior to |

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| | | absence and submit to Sixth Form Administrator |
| Driving test - Practical Test | Yes | Students to email Sixth Form Administrator at least one week in advance including a screenshot of the email/text message confirming test day and time |
| University Open Days and Summer Schools | At the discretion of Head of Sixth Form | Students to email Sixth Form Administrator at least one week in advance |
| Other i.e. examinations, job interviews, participation in extracurricular activities, rehearsal for events relating to schools etc. | At the discretion of Head of Sixth Form | Students to email Sixth Form Administrator at least one week in advance |
| Emergency situation of a family member eg sudden serious illness | Yes | Students to bring a note written by parents on student' return to school and submit to Sixth Form Administrator |
| Religious festivals and holidays | Yes | Students to email Sixth Form Administrator at least one week in advance |
| Unpaid work experience which is integral to your course | At the discretion of the Head of Sixth Form | Students to notify the Head of Sixth Form at least one month in advance |
| Other reasons for absence are NOT accepted as valid reasons and will be marked as unauthorised : | | |
| Driving Test - Theory exam and driving lessons | No | |
| Holidays | No | |
| Birthdays or similar celebrations | No | |
| Awaiting deliveries or maintenance work at home (e.g. boiler fixed) on behalf of parent | No | |
| Taking care of younger siblings | No | |
| Minor ailments (e.g. headache, period pain, | No | |

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| stomach ache, fatigue) | | |
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Attendance Interventions

We are very keen to support students and their families where attendance is a concern, Our interventions are aimed to ensure that students can address any concerns or issues leading to low attendance. However, in preparation for the future, students are expected to take responsibility for their attendance and there are consequences for poor attendance, such as the requirement to pay for exam entry fees:

| Stage | Unauthorised attendance %age | Action & by who | Student Action |
|----------|------------------------------|---|---|
| Stage 1* | 90-95% | Attendance letter, including a warning of exam entry fees Tutor conversation | Improvement within 2 weeks to not progress to Stage 2 |
| Stage 2 | 85-90% | Second Attendance letter from the Head of Sixth Form, including a warning of exam entry fees and early sign in | Early sign in to for 2 weeks |
| Stage 3 | 80-85% | Parent meeting with tutor to discuss low attendance, and set an attendance action plan with clear targets | To complete agreed action plan |
| Stage 4 | Below 80% | Alternative pathway interview with Sixth Form leadership. If the low attendance continues within 3 months of an exam, an invoice will be issued for payment of exam fees. This money will be returned if the student meets Minimum Expected Grades. | Research alternative pathways Complete revised action plan, such as finding an alternative placement or course |

* If a student's attendance drops to below 95% twice in a term, they will progress automatically to stage 2.

Authorised Attendance Stages

We recognise that the reasons for authorised attendance can be varied and complex. Therefore, the stages of support will be flexible to the needs of the student.. The stages below are indicative of what may happen. The focus will be on a students' fitness to learn. In cases where a student is unable to complete a year of study, re-enrolment may be dependent upon evidence from a medical professional that they are fit for the rigours of Level 3 courses.

| Stage | Authorised attendance %age | Action & by who | Student Action |
|----------|----------------------------|--|---------------------------------|
| Stage 1* | 90-95% | Tutor conversation | Share concerns with tutor |
| Stage 2 | 80-90% | Attendance letter from Sixth Form leadership team. | |
| Stage 3 | Below 80% | Parent meeting with Sixth Form Leadership team to discuss low attendance, and set an attendance support plan with clear targets. | To complete agreed support plan |
| Stage 4 | | If a student is unable to attend school, there will be a meeting to discuss next steps and alternative pathways | |

Attendance and Exam Entry

The funding regulations are very clear that it is reasonable to apply conditions of attendance in order to qualify for free exam entry. Students continuing to fail to regularly attend school or specific lessons will be asked to pay for exam entry in the following circumstances:

- Where school attendance falls below 80% and absence is unauthorised.
- Where attendance to a specific lesson falls below 80% and absence is unauthorised.

In these instances, due warning will be given. Parents will then be invoiced for the exam entry fee. This money will be returned if the student meets their Minimum Expected Grade.

Exam entry fees will also be charged in these circumstances:

- If a student fails to attend an exam without good reason;
- If a student re-sits an exam with the aim of achieving marginal improvements in grades.

In these instances, parents will be invoiced **AFTER** the exam to arrange payment.

All of the guidance can be found [here](#).

Withdrawal from Sixth Form Due to Non-Attendance

Funding regulations dictate that a student must be withdrawn if they are absent for **4 continuous weeks**, excluding school holidays, unless there is clear evidence of an intention to return.