



King
Egbert
School



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King Egbert Sixth Form Attendance Policy 2018 - 2019



Sixth Form Attendance & Punctuality Policy

Aims:

High levels of attendance and excellent punctuality are both characteristics of students who achieve above or in line with their potential. Research shows poor attendance and punctuality has a serious detrimental effect on outcomes. Attendance and punctuality figures are included in any academic report issued and can be included in any reference written by the school relating to a student's progression to higher education, apprenticeship or employment. An exemplary record of attendance says a huge amount about the individual: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously.

To maximise learning and student potential sixth form students must attend every lesson and organised enhancement activity. Non-attendance and poor punctuality will not be accepted by the sixth form and may result in students being asked to leave sixth form. We do look at every student on an individual basis and take into account any formally verified extenuating circumstances.

Students should aim to have a minimum attendance rate of 100% across the year. A student whose attendance drops below 95% will be reviewed by this policy.

Safeguarding:

As a sixth form provider we have a duty of care and your safety is paramount to us. A child may be at risk of harm if they do not attend school regularly; failing to attend school on a regular basis will be considered as a safeguarding matter. Section 175 of the Education Act 2002 places a duty on local authorities and Governing Bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Holidays during term time:

These will NOT be authorised. Amendments to the 2006 regulations stipulate that headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. For further information regarding the new regulations please see:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

In the event holiday is arranged, parents must complete a holiday form so that we know a student is safe and well. Further information about authorised and unauthorised absence below.

Bursary:

Students with family income of less than £16,490 are eligible to apply for the bursary to receive £40 a week to support individuals with books, trips and other educational support. If a student is in receipt of the educational bursary, their attendance and punctuality will have an impact on their weekly payment.

Two x lates in a week to lesson or to registration will result in nil payment

An unauthorised absence or absence that has not been agreed in advance will result in nil payment.

However, individual cases will always be taken into consideration.

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year>



Expectations:

Students will:

Attend all lessons during the school day including private study sessions and assemblies

Be able to self-certify illness five times throughout the academic year (three times before Christmas)

Submit all BTEC work on deadline days, this includes if you are absent. Work must be emailed in.

For planned
absence:

Inform the sixth form attendance officer in advance of any planned absence
(authorised absence list is below)

See academic staff in advance and organise collection and completion of any work
that is missed.

For unplanned
absence such as
illness:

Call school on the morning of each absent day at 8.30 and speak to the sixth form
attendance officer

Email academic staff and organise collection and completion of any work that is
missed

Parents will:

Fully support the sixth form in administration of the sixth form attendance and punctuality policy

Keep the school informed of any absences

Not book appointments or holidays during school time knowing the hugely detrimental effects on
learning

Form Tutors will:

Track the attendance including patterns of no attendance each morning

Make sure missing marks are accounted for

Discuss with the student concerns surrounding attendance

Attendance Officer will:

Ensure records are up to date and accurate

Inform staff of students who are absent

Actively monitor any student who falls below 95% attendance

Communicate, support and build relationships with families to support improved attendance

Produce weekly reports for the sixth form team and academic staff

Send letters to students and families to inform them of attendance concerns



Sixth Form Team will:

Support the attendance officer when individual students need to go on report.

In conjunction with the attendance officer liaise with families with students that consistently fall below 95%

Ensure that attendance is reported on in reports and references

Pastorally support individuals who for extenuating reasons fall below 95% attendance and support in agreed SMART targets surrounding attendance and punctuality

Pastorally support students after prolonged absence

Annually review the attendance policy

Co-ordinate payment of the bursary for eligible students

Co-ordinate with governors where a student is at risk of a permanent exclusion

Academic teaching staff will:

Take an accurate register at the start of each lesson

Promote the importance of attendance and punctuality in all lesson

Where possible enforce punishments for being late there and then, such as keeping a student over break

Support students to catch up by responding to emails and organising work.

Form Tutors will:

Take an accurate register at the start of each form

Promote the importance of attendance and punctuality

Mentor the students in their form

Write accurate references that reflect the student

Authorised Absence:

This may include

One university visit - all universities hold open days at weekends and you should attend these where possible

Hospital appointments

University, college and job interviews

Driving test

Religious observations – limited to one day in accordance with whole school policy

Unauthorised Absence:

This includes

Multiple university visits

Regular doctors / dentist appointments - these can be arranged outside of lesson time

Training for work commitments - unless agreed in advance with the sixth form team

Driving lessons

Holidays or day trips

Looking after siblings

Absence which cannot be explained

Parents / carers keeping students off school unnecessarily

Studying at home

Truancy



Three stages of concern

Attendance will be reviewed by Head of Year and Attendance Officer on a weekly basis. The following procedure shall be triggered at the start of each new half term omitting September. The school will implement the following stage system in cases where a level of attendance drops below 95%.

Stage One – Initial attendance concern

Student falls below 95% in first half term, including authorised absence. This can be triggered earlier if the student regularly drops below 95%

Parent and students informed via student meeting, letter and phone call home from attendance officer

Students placed on green report for three weeks where the attendance for this period must be 98% or higher

Form tutors are made aware so they can monitor and mentor them over the three week period

After three weeks if student is successful, student removed from green report and attendance officer calls home to congratulate student and family

After three weeks if student is unsuccessful they progress to Stage two – Pastoral intervention

Stage Two – Pastoral Intervention

Parent informed via letter and meeting organised

Student and family invited in to a meeting with attendance officer and head of year and stage two is activated with orange report card

Set of action points are agreed between the family and staff to support the student in attending more frequently. SMART goals and achievable targets are agreed.

Students placed on orange report for three weeks where the attendance for this period must be higher than the agreed percentage

Student reports in each day to attendance officer who manually signs their report card (orange card to be kept in student reception)

After three weeks if student is successful, moved to green report and Head of Year calls home to congratulate student and family

After three weeks if student is unsuccessful they progress to Stage three – Director of Sixth Form formal procedure

Stage Three – Director of Sixth Form Formal Procedure

Parent informed via letter and meeting organised

Student and family invited in to a meeting with Head of Year and Director of Sixth Form and stage three is activated with red report card

Set of action points are agreed between the family and staff to support the student in attending more frequently. SMART goals and achievable targets are agreed.

Students placed on red report for three weeks where the attendance for this period must be higher than the agreed percentage

Student reports in each day to sixth form office

After three weeks if student is successful, moved to orange report and Director of Sixth Form calls home to congratulate student and family

After three weeks if student is unsuccessful they progress to meeting with Director of Sixth Form, governors, final formal written warning and repetition of stage three

After three weeks or before if contract is not met student will be asked to leave sixth form.

Note: Repeat offenders do not return to stage one, they return to the last stage they were on