

Sixth Form Attendance and Punctuality Policy



Formby High School
Determined To Achieve

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Rationale

High levels of attendance and excellent punctuality are both characteristics of students who achieve above or in-line with their potential. Research shows excellent attendance and punctuality have a positive effect on outcomes. The following policy has been drawn up to support all sixth form students in maximising their academic potential whilst also establishing a positive working ethos.

Aims

- To achieve the goal of full attendance, ensuring that students are present at all timetabled lessons and compulsory activities, including those that take place on independent study days
- To enable students to maximize progress and achievement
- To enable students to develop a positive working ethos

Procedures

Students are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- Authorised absence is when the school has accepted the explanation offered as justification for the absence or has given approval in advance for such an absence.
- Unauthorised absence is when the school has not been given a reason for absence or has not approved a student's absence from school even after a parental request / explanation.

If students are not in lesson when it starts they will get an unauthorised absence (unless we have prior information regarding the absence). This will then change to a late mark if they subsequently arrive before the end of the lesson.

Please be aware that when a student is unable to attend due to illness, or other circumstances, this may not be automatically authorised. A student's current and previous school attendance will be taken into consideration alongside any relevant contextual information and, as a result, the absence may not be authorised. The school reserves the right to request medical evidence to support authorisation of absences.

Monitoring

- Students' attendance will be captured using the registration system and by subject teachers in individual lessons
- Students who give cause for concern will be subject to tracking procedures established by the Sixth Form team

Reporting Absence

- If students are unable to attend due to illness, a parent or carer should ring or email the Sixth Form before 9.00am on every day of absence
- Email sixthform@formbyhighschool.com or telephone 01704 835942 / 873100 (option 2). If this does not happen, parents will be contacted on the first day of the absence from school

Authorised Absence

If students miss lessons for one of these reasons, the absence will be 'authorised':

- A medical appointment that cannot be arranged outside school hours
Evidence required: Appointment card/letter/other form of communication
- A visit to a University open day or a career-related interview
Evidence required: Letter/email from parent or authorisation from Sixth Form team
- A work experience placement which is beneficial to the student's future pathway

Evidence required: Email to inform Sixth Form team

- A need to look after a family member or other person for whom the student has a caring responsibility

Evidence required: Email/letter/phone call from parent or carer or relevant social service

- Exceptional family circumstances; for example, attendance at a funeral

Evidence required: Email/letter/phone call from parent or carer

- Severe disruption to transport which leaves student with no alternative method of transport

Evidence required: Phone call

- Driving test

Evidence required: Appointment card/letter

- Illness (including social and emotional well-being)

Evidence required: Phone call or email from parent or carer before 9:00am on the morning of absence

Independent Study Days

Students in the Sixth Form attend school on four days out of five each week. The day that they are not in school is intended to be used for a variety of purposes such as for homework, wider reading, independent research, coursework completion, revision and preparation for assessments.

Students must not commit to part-time work on this day as there will be occasions in the year when all or part of the year group are required to be in school. Similarly, students may be individually obliged to attend as part of the Compulsory Catch Up (CCU) process.

Compulsory Catch Up (CCU)

The CCU system is designed to prevent students from falling behind in their work or from submitting work that is inconsistent with the standard expected in Sixth Form.

Subject staff and the Sixth Form team can ask for students to attend school on their Independent Study Day because:

- They have missed an assessment deadline
- They are significantly behind schedule in a sequence of work
- They have had an unauthorized absence from one or more lesson in the preceding week

Attendance Intervention Steps

The Sixth Form team will intervene where necessary using the following system:

Step 1: If a pattern of poor attendance is noted over the fortnightly timetable, a meeting is arranged with the student to discuss the issue. The student is advised that his/her attendance is to be monitored closely for the following two weeks. If there is no clear improvement (95% or above) in that time, further action will follow.

Step 2: Student is put on a daily attendance card for two further weeks. This will be reviewed at the end of each day by a member of the Sixth Form team. Parents/carers will be informed.

Step 3: If attendance remains unsatisfactory over the two week cycle, a meeting with the student, parent/carers and a member of the Sixth Form team is arranged. At this point the student is required to sign a contract which sets a target of 95% or higher for the remainder of the academic year, measurable on a fortnightly basis. It is made clear to the student that a failure to meet the target would mean that he or she could be charged for examination entry or be asked to withdraw from the Sixth Form.

Step 4: If, despite all intervention and in the absence of any mitigating circumstances, lesson attendance remains **below 95%**, the school reserves the right to charge for examination entries and if attendance is below 90% students will be withdrawn from Sixth Form.

Attendance will be taken into consideration as one of the criteria for students to progress from Year 12 into Year 13 and progression will be dependent upon good attendance or a positive response to the support measures outlined above.

Students, parents and school desire the same success for all our sixth form students. It is not our intention to withdraw students from the Sixth Form without having explored all possible means for them to succeed. It is hoped that the implementation of a clear, transparent policy will avoid the ultimate consequence of withdrawal from courses. We will continue to work positively with the students and encourage the support of parents in achieving the best outcomes for the students.