**Sixth Form Attendance Protocol**

**Aims:**  
To achieve the goal of full attendance, to ensure all students attend all lessons, study periods and registration tutor period.  
  
To ensure regular attendance to maximise student progress and achievement.  
  
To make certain students attend registration to receive notices, information, opportunities and to follow the tutorial programme. This programme is designed to support students throughout their studies and to prepare them for their next steps beyond sixth form. Topics include study skills, effective revision, introduction to higher education, UCAS, careers advice, as well as many other sessions to prepare students to be well rounded, independent young people. Tutors also monitor academic progress of all students in their care.  
  
**Monitoring:**Each student's attendance at morning registration is recorded by tutors

Each student's attendance is recorded by subject teachers in individual subject lessons

Students who give cause for concern are subject to tracking procedures which will involve tutors, subject teachers, Sixth Form Coordinator, the Education Welfare Officer (EWO), parents and Head of Sixth Form  
  
**The effects of poor attendance:**Attendance affects both learning and student grades  
Attendance below 90% equates to the loss of half a day and half a grade  
Below 80%; a full day and a drop of one whole grade  
References requested for UCAS, training courses and employers will include student's attendance record.  
  
**Reporting absence because of illness:**  
If students are unable to attend Sixth Form due to illness, a parent or carer should ring the absence line (01271 869257) before 9.00am on every day of absence  
  
**Authorised absence**  
If students are absent for one of these reasons, the absence will be "authorised" and teachers will mark the register accordingly. For most of these absences tutors should be notified 48 hours in advance that you are going to be absent.

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| **Reasons for absence** | **Evidence required** |
| A medical appointment that cannot be arranged outside school hours ( ie not a routine doctor's or dental check-up but a hospital appointment with a specialist that cannot be negotiated | Appointment card or letter |
| A visit to a University open day or a career related interview | Letter from parent or authorisation from tutor or Sixth Form Coordinator |
| A work experience placement which is an integral part of a course | Teacher to inform Sixth Form Coordinator |
| A need to look after a family member or other person for whom the student has a caring responsibility (this cannot be a regular occurrence, nor can it be to care for someone for whom the student is not identified as a carer | Letter from parent or carer or relevant social service or a call to the absence line |
| Participation in a school organised visit that supports the student’s school study | Confirmation from trip organiser |
| Participation in a sporting, volunteering, performing or presentational activity as a representative of the school | Confirmation from activity organiser |
| Exceptional family circumstances e.g attendance at a funeral | Letter from parent or carer |
| Severe disruption to transport which leaves student with no alternative method of transport. This does not apply to missing a bus or being held up in traffic | Call to absence line |
| Illness | Phone call to absence line from parent/ carer before 9 am on the morning of absence |

**Unauthorised absence**

The school does not authorise absence for the following reasons:  
Holidays  
Part time or full time work which is not part of the student's programme of study  
Leisure activities/shopping/festivals  
Birthdays or similar celebrations  
Child-minding siblings or looking after people (if student is not identified as a Carer)  
Driving lessons   
Non-emergency doctor/dental appointments

**Monitoring attendance**

Actions to address attendance issues:  
The Sixth Form Coordinator, Mrs Shobbrook will monitor attendance and punctuality on a weekly basis and will intervene where necessary using the following system:

**Step 1** – Students identified with unauthorised attendance will have their parents contacted via phone call or letter informing them of unacceptable attendance and warning them of the issue (performed by Tutor, Pastoral Coordinator or Head of Sixth Form)

The student's attendance will then be monitored closely for two weeks  
  
**Step 2** - If no improvement is seen within the timeframe a formal meeting with the Head of Sixth Form and parent/guardian will be arranged to reiterate the expectations and issue a second more formal warning concerning attendance.

The student's attendance will then be monitored closely for two weeks

**Step 3** – If there is still no improvement in attendance the student will have a final formal meeting with the Headteacher. At this stage, the student’s position in the sixth form is no longer secure:

* For students with attendance under 90% the school reserves the right to charge for exam entries and to withhold or reduce bursary payments\*
* For students with attendance under 85% (deemed to be ‘persistent absence’ by the government) the school reserves the right to withdraw students from their exams and therefore courses (unless there are exceptional and extenuating circumstances).

\* *Students in receipt of bursary may typically expect to have their funding withdrawn on a sliding scale depending on attendance levels; less than 90% attendance 25-50% reduction, less than 85% attendance up to 100% removed.*