



## Pupil Attendance Policy and Procedures (Sixth Form)

Date of adoption: **01.01.20**

Date to be revised: **01.01.22**

Person responsible: **Assistant Principal (Post 16)**

### Introduction

The School intends to encourage and maintain a good level of attendance in all years.

Rushcliffe School Pupil Attendance Policy has the following further intentions:

- clarify staff roles in monitoring attendance & punctuality on a daily, fortnightly and ½ termly basis
- ensure timely identification of absent students for safeguarding purposes
- ensure identification of students whose attendance falls below 95% and whose academic progress is at risk/potential risk
- ensure timely intervention and to support students to improve attendance

These fit in with the broader school ethos – inclusivity, caring, respect, achievement, being positive.

Regular attendance at school is a prerequisite for student achievement. Absence, whether it be long-term, frequent or occasional, leads to missed experiences, and may cause fractured social relationships, which encourage an increased pattern of non-attendance.

Fostering good attendance post 16 is shared responsibility of school, the parent and the pupil.

In detailing the strategies the school will undertake to ensure improved levels of attendance the importance of the following factors which encourage high levels of attendance must be kept in mind:

- delivering a curriculum, which is relevant, motivating and differentiated to the needs of the students.
- maintaining high expectations (communicated by staff in a variety of ways including punctuality, homework, marking, and extra curricular activities);
- employing the school's systems of reward for achievement, personal as well as academic;
- using sympathetic re-integration strategies for long-term absentees.

### Staff Involved

Assistant Principal (Sixth Form), sixth form mentor and attendance officer, HOY 12/13, sixth form tutors, data team (SSD), sixth form administrator

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## Data collection & first day response

- Print off Fire Registers (sixth form mentor and attendance officer)
- Parents ring 6<sup>th</sup> Form Student Absence Line. Enter absences on SIMS/Fire Registers (sixth form mentor and attendance officer/sixth form administrator)
- Check registers at 09.30am; 10.30am; 12pm; 1.45pm and 2.45pm to identify unauthorised absences (Ns) (sixth form mentor and attendance officer)
- Contact parents/carers by phone (email/text to be used if necessary) to establish reason for absence and amend SIMS registers accordingly (sixth form mentor and attendance officer/sixth form administrator)
- Annotate SIMS registers – red flag – to communicate reasons for absences to teachers (sixth form mentor and attendance officer)
- In the event of a missed teacher register email teacher and/or call on call to visit classroom to request register (sixth form mentor and attendance officer)
- Beginning of every day check Cover Sheet to see which teachers are off and input 'Q's. (sixth form mentor and attendance officer)

## Work experience week

- Parents/carers must inform the work experience provider and school if the student will be absent.
- During Work experience week (year 12) school staff will contact the work experience provider on the morning of day one to confirm student attendance at the provider.
- Work experience providers will be asked to inform the school on the subsequent days of any absences.

## Weekly monitoring and response

- Every Monday/Tuesday print a report for Head of Year (cc. Assistant Principal) and for all students with 'N's/O's remaining from previous week. (sixth form mentor and attendance officer)
- Head of Year to inform tutors – via tutor noticeboard and action – speak to students as appropriate.

## Half termly response

- MIS Leader to produce 6<sup>th</sup> form attendance report (see template attached) to identify students whose attendance is below 95% for ½ termly period and/or overall to date; includes a.m. tutor time for y12 and y13 (MIS Leader)
- Watch list / Attendance tracking sheet to be updated based on this report (Heads of Year)
- Head of Year to identify concerns and take action as below. (NB. repeated absence for authorised illness requires a response)

## Intervention: Head of Year to lead – watch list / attendance tracking sheet to be completed with data and contextual information to allow appropriate action to be taken.

### **AIM: overall individual student attendance to rise above 95%**

- Between 90-94.9% letter home
- Under 90% phone call home & letter

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- Reviewed after 3 weeks
  - Serious concerns - Parents & student invited in for meeting with Head of Year
  - Reviewed after 3 weeks
  - Serious concerns - Parents invited in for meeting with Head of Year & Assistant Principal (Post 16) – possible attendance contract / disciplinary action

### **Absences over extended periods (2+ consecutive weeks)**

- When a Sixth Form student is absent for more than two consecutive weeks the Sixth Form attendance officer will request that parents/carers provide a medical note from the students' GP or hospital consultant.
- The school will request updated information from medical professionals as necessary to confirm continued absence (Head of Year/Assistant Principal Post 16 to review)
- In agreement with parents/carers and in accordance with advice from medical professionals involved in the student's care, the school will provide work to support continuation of the students' program of study to be completed (and submitted for feedback) by the student at home.
- When a student has not been in contact or attended school for a period in excess of two consecutive weeks, and in the absence of confirmation from a medical professional, the school must consider the need for a 'safe and well' check (sixth form mentor and attendance officer/Head of Year/Assistant Principal Post 16 to visit the students' home address)

**Students will be removed from the watch list / attendance tracking sheet when both ½ termly attendance % and overall to date are 95% or above.**

### **Attendance Codes in use**

/	present
B	educated off site
C	other authorised circumstance
G	family holiday not agreed
I	illness
J	interview + university applicant day
M	medical & dental
L	late
N	no reason yet provided for absence
O	unauthorised absence
P	approved sporting activity
Q	6 <sup>th</sup> form no teacher present
R	religious observation
S	study leave
V	educational visit or trip
W	work experience
X	non-compulsory school aged absence (attendance not required)

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## Appendix 1 – Leave of absence request



# Rushcliffe School

Rushcliffe School  
Boundary Road  
West Bridgford  
Nottingham  
NG2 7BW  
Telephone: 01159 744 050  
Website: [www.rushcliffe.notts.sch.uk](http://www.rushcliffe.notts.sch.uk)  
E-mail: [admin.office@rushcliffe.notts.sch.uk](mailto:admin.office@rushcliffe.notts.sch.uk)

Dear Parent / Carer

You have requested a leave of absence form for your child. Would you please note that completion of the form does not automatically authorise an absence. Each request is considered individually.

Please read the notes on the reverse of the form.

Every school's attendance figures are now carefully monitored by the Local Authority and DfE. We are required to demonstrate our efforts to ensure students attend school. We do this by working closely with the Local Authority's Early Help Service (Targeted Support).

A concern for us both as a school and the DfE is the number of days lost to family holidays in term time. We appreciate the reasons why families do this but also accept that detrimental effect this has on a child's attainment.

The Education (Pupil registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence, Section, states:

*'A pupil may be granted leave of absence from the school to enable him/ her to go away on holiday where:*

*An application has been made in advance to the head teacher by a parents with whom the child normally resides; and The Head Teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application.*

*Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school.*

Nottinghamshire County Council has stated that from September 2015 Penalty Notices can be issued if the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is above 6 sessions / 3 days over a rolling 6 week period.

There is no legal right for a parent to remove a child from school for family holidays and as Head teacher, I am not obliged to sanction any requests.

Yours faithfully

**Mr D Painton**  
Head of School

Rushcliffe School is part of the Spencer Academies Trust. The company's registered number is 7353824.  
The registered office is Spencer Academies Trust, Arthur Mee Road, Stapleford, Nottingham NG9 7EW.



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**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE  
FROM SCHOOL DURING TERM TIME**

Pupil's Name ..... Tutor Group/Class .....

Home Address .....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School ..... Date of Return to School .....

Total number of school days missed .....

Could you please explain the circumstances that make it necessary to have a holiday in term time?

.....  
.....

Do you expect to be taking any more term time holidays this academic year?

.....  
.....

*I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.*

Name of Parent/Carer making application .....

Signed ..... Date .....

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S  
SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED  
ABSENCE**

**Please do not book your holiday until you know that the school will  
authorise your child's absence**