

Sixth Form Attendance Policy and Procedures

Updated: 01.02.23

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

Introduction

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

Rushcliffe Spencer Academy Student Attendance Policy has the following further intentions:

- clarify staff roles in monitoring attendance & punctuality on a daily 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 student.

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), Head of Sixth Form, Sixth Form Mentor and Attendance Officer, HoYs 12/13, Sixth Form Tutors, Senior Sixth Form Reception and Administrator and the data team.

Data collection & first day response

- Print off Fire Registers (Sixth form mentor and attendance officer).
- Parents ring Sixth Form Student Absence Line (or e-mail) before 8.30 am to inform school every day of absence (including multiple on-going days of absence). Enter absences on SIMS/Fire Registers (Sixth form mentor and attendance officer/sixth form administrator).
- Check registers for form time absences (Ns) (Sixth form mentor and attendance officer / Sixth form administrator).
- E mail notification sent to parents / carers of any student recorded absent to form time (via Edulink) before 9.30am with a request that parent / carer contacts school immediately to discuss / authorise absence (Sixth form administrator) and record notifications. Notify parents / carers by e-mail if their son / daughter arrived late to form (after the bell at 08.40), record e-mails.
- If authorisation from parents has still not been received, contact parents/carers by phone if the student is recorded as absent from their first timetabled lesson. Record first response calls. Establish reason for absence and amend SIMS registers accordingly (Sixth form mentor and attendance officer/Sixth form administrator).

- Check registers during each timetabled period to identify any further daily unauthorised absences (Ns) (Sixth form mentor and attendance officer / Sixth form administrator). Contact parents / carers by phone (sixth form mentor and attendance officer / sixth form administrator) accordingly.
- Annotate SIMS registers – red flag – to communicate reasons for absences to teachers (Sixth form mentor and attendance officer / sixth form administrator).
- 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 / Sixth form administrator).
- Beginning of every day check Cover Sheet to see which teachers are absent 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 and parents / carers will be asked to inform the school on subsequent days of any absences.

Weekly monitoring and response

- Once a week a daily report is e-mailed to FTs and Head of Year (cc. Assistant Principal and HoS) informing FTs of all students that had unauthorised form time absences that day. FT to speak to students concerned.
- Thursday N report is e-mail by attendance officer to all FTs advising of students who have failed to sign in on Thursdays. FT to speak to students concerned.

Half termly response

- Data team to produce Sixth form attendance report (see template attached) to identify students whose attendance is below 95% for ½ termly period and/or overall to date; report also includes a.m. tutor time for y12 and y13.
- Watch list / attendance tracking sheet to be updated based on this report (HoY).
- Head of Year to identify concerns and intervene as below. (NB. repeated absence for authorised illness requires a parental response and if appropriate a doctor's note).

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 be above 95%

- Any student with less than 95% attendance (86% Y12 HT1 and 90% Y12 HT2) classed as a concern
- HoY and Sixth form attendance officer discuss and students placed on 5 tier system
- Tier 1 – absence known / understood, support given, no further action at this time
- Tier 2 – letter home advising parents/carers of current attendance
- Tier 3 – conversation with student from FT, letter home informing parents / carers
- Tier 4 – Phone call home from HoY
- Tier 5 – Parental meeting - HoS introduce 'Attend' Framework
- Tiers reviewed half termly - students either removed from concerns list, if attendance now over 95%, encouraged to continue if attendance has improved, or moved to a different tier following review.

Absences over extended periods (2+ consecutive weeks)

- When a Sixth Form student is absent for more than ten consecutive days the Sixth Form attendance officer will request that parents/carers provide a medical note from the students' GP or medical professional.
- The school will request that parents/ carers provide updated information 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 student's 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 ten consecutive days, 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/Head of Sixth Form/Assistant Principal Post 16 to visit the students' home address).

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 th 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)

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

Pupil's Name Tutor Group/Class

Home Address

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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?

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

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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**