

## Sixth Form Attendance Policy: 2024-2025

**Revised September 2024**

### Attendance expectations

Attendance at Sixth Form is as vital as it is in all other year groups, and we hold all Sixth Form students to high standards of attendance. We know that Sixth Form students are role models for other year groups and that A-Level study is demanding and challenging; as such, we expect Sixth Form attendance to be at 96% for the whole year, with no unauthorised absences recorded. Historically, we know that students who achieve 100% attendance progress onto their next steps with stronger outcomes than those students whose attendance does not meet our high standards.

Students should strive to achieve consistently good attendance, as poor attendance will affect academic attainment. An exemplary record of attendance says a huge amount about the student as a person, just as it does for employees to employers. It demonstrates their high levels of dedication, motivation, organisation, and responsibility.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with students and their families to ensure each student attends school regularly and punctually.

Students are expected to attend all timetabled periods. This includes Development Time, Personal Development, timetabled lessons, and additional study periods.

### Punctuality

Lateness to lesson at The Garibaldi School Sixth Form is rare. However, where lateness to lesson does occur, this will be recorded by staff via their usual registers and reviewed by the Head of Key Stage 5. Where students are late to lesson persistently, which we class as more than three times per week, students may be required to catch up on time at the end of the week on a Friday.

### Responsibilities and procedure for reporting absences

If a student is absent, it is expected that:

1. **Their parent/carer phones the School absence line on the School phone number (01623 464 220 – option 1) stating the reason for the absence (please note that e-mail correspondence is not sufficient)**
2. Their parent/carer reports each consecutive day of absence using the absence line above;

3. The student e-mails the teacher of the lessons that they will miss to request the work, **copying in Miss Hadley, their mentor and Miss Bleasdale**
4. The student completes the work where possible. In the case of illness or inability to complete the work, the student should still e-mail to request the work and then manage their time effectively upon their return to Sixth Form to complete the work.
5. Their teacher checks that any work set has been completed to the required standard.

### **Partnership**

#### **What we expect of students:**

- Attend regularly, on time and ready to learn
- Attend Development Time, Additional Study Periods and any other timetabled time
- To sign in if they arrive after registration time
- To tell a member of staff if there is any problem which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours
- E-mail absence requests to the school as per the table at the end of this document if they need to leave early or will be absent from school for a full/half day

#### **What we expect of parents/carers:**

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact the school on the first day their child is absent for any reason and then on all subsequent days if the student is unable to contact school him/herself.
- To avoid taking holidays in term time
- To speak to their child's mentor if they know of any problem which may prevent their child from attending school
- To provide evidence to support absence such as an appointment card/letter, as per the table at the end of this document.

#### **What parents/carers and pupils can expect from us:**

- A Sixth form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers.

### **Tracking of attendance**

- Every week, each student's attendance % is shared with them during Personal Development;
- Where there is repeated absence, the Sixth Form Student Manager will remind students of their attendance %;

- At the end of each half-term, the Head of Key Stage 5 will review each student's attendance to inform decisions over timetabled period 4 and 5 additional study time;
- We will write to parents/carers on a half-termly basis to share their child's attendance % and any concerns we have.

### **Procedure for addressing concerns over attendance and punctuality**

Much of the reporting process mimics what is commonplace in the workplace. Where we have concerns over attendance, the following process applies:

<b>100% - 97% attendance</b>	No action required
<b>97% to 92%</b>	Supportive conversation from Mentor and follow-up with the Sixth Form Student Manager  Text message home to summarise discussion  In cases of repeat absence over a short period of time, e.g., within a week, or concerns over a pattern of non-attendance, students will have a 'Back to Sixth Form' interview with either the Head of Key Stage 5 or the Sixth Form Student Manager
<b>90 to 92%</b>	Letter home to parents/carers to express concerns and explain next steps  Verbal warning – notice to improve  Closer monitoring of attendance for 3 weeks
<b>Below 90%</b>	Head of Key Stage 5 and Sixth Form Student Manager meet with parents/carers  Attendance intervention plan in place and 'Back to Sixth Form' interview with either the Head of Key Stage 5 or the Sixth Form Student Manager  We reserve the right to ask the student to pay for exam entries

In all of the above instances, a time period of 3 weeks will apply in between each intervention to allow for improvement in attendance.

Please note that the goal of all the procedures outlined above is to improve a student's attendance so that they can achieve well and progress onto their next steps. As such, as work closely with a range of outside agencies to provide emotional and wellbeing support, such as with our school counsellor and school nurse. All attendance conversations are supportive and solutions-focused.

### **Periods 4 and 5 for Additional Study**

If a student does not have any lessons in a double period of 4 and 5 (which is at least one afternoon per week), they have the privilege of studying at home providing that they meet ATL and attendance standards and have consent from their parent/carer. We do reserve the right to timetable students in school for periods 4 and 5 where we have concerns of attendance or progress.

Students should arrange routine appointments etc. during periods 4 and 5 on the afternoon/s when they are not required to attend or outside of school hours. Confirmation of appointments will be required for emergency appointments.

### **Absences in exceptional circumstances**

- Absences must be limited to cases of real illness
- Holidays will not be authorised during school time under any circumstances
- In the circumstances outlined below, a request should be put in writing to the Head of Key Stage 5 via e-mail clearly stating the reasons for the proposed absence
- The circumstances of your request will be considered, and students will receive a written response
- Where the decision is taken to refuse permission, the absence will remain unauthorised should students choose to ignore this.

The below list is not exhaustive, but it does provide some guidance on typical requests for absence in exceptional circumstances:

<b>Reason for absence</b>	<b>Authorised?</b>	<b>Notes/supporting documentation required</b>
Minor ailments (e.g. headache, period pain, stomach ache, fatigue)	No	
Medical issues e.g. doctor, dental, opticians, orthodontist appointment  Bereavement, e.g., funerals		Should be timetabled during periods 4 and 5 where no lessons or additional study are timetabled. If this is not possible, a copy of the letter/appointment card will need to be provided to us.
Birthdays or similar celebrations	No	
Taking care of younger siblings	No	
Driving test – practical or theory exam	At the discretion of the Head of Key Stage 5	Student must e-mail us as soon as they book with a copy of the confirmation email
Driving lessons	No	
Holidays	No	
University Open Days and Summer Schools	At the discretion of the Head of Key Stage 5	Students must e-mail us as soon as they know they would like to attend.

Other, e.g., examinations, job interview, participation in extracurricular activities, rehearsal for events relating to schools etc.	At the discretion of the Head of Key Stage 5	Where the absence results in a certification, e.g., swimming instructor certificate, this will usually be authorised. Students must e-mail us as soon as they know that they might require time off school.
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### **Reporting of attendance**

We are obliged to report attendance on reference requests that come into school for students, usually for employment or volunteering work. Mentors will make reference to attendance and punctuality as part of the UCAS process and any other destination references, e.g., for Degree Apprenticeships.

### **Further queries**

Any queries regarding attendance should be addressed to the Attendance Officer, via [Office@garibaldischool.co.uk](mailto:Office@garibaldischool.co.uk).