



# SIXTH FORM ATTENDANCE POLICY

**The Sixth Form  
at The Deanery**

October 2023

Next review date:	October 2024
Author:	Assistant Head: Head of Sixth Form
Reviewed by:	Pastoral & Worship Committee
Issue to staff:	Y/N
Website:	Y/N

## **Rationale**

The Sixth Form has high expectations of student attendance and punctuality. Excellent attendance is an essential part of outstanding academic performance and pastoral care.

Attendance is expected to be 100% over the course of the year. Failure to achieve this level of attendance puts your child's place in the Sixth Form at risk and will have a detrimental impact on future exam results. Studies show that on average, students drop a grade for every 10% of school lessons missed over the course of a year.

## **Expectations**

All students are expected to attend all lessons and arrive on time. All student must attend and be punctual to all tutorial sessions, individual meetings with my Progress Tutor, services at church, all sessions as indicated on my timetable, and any other organised Sixth Form activity.

We recognise good attendance through our Sixth Form rewards. Attendance awards will be drawn each term.

Students are expected to be in college for their first timetabled lesson of the day, with the exception of Mondays, Wednesday and Fridays when attendance to group tutorials, PSHE sessions and assembly are compulsory and on the agreed day for 1-1 appointments with Progress Tutors. Each of these start at 8.45am. Students must sign in and out using the biometric finger print system when they come in or go out of the Sixth Form during the day.

In addition to timetabled lessons, students have timetabled study periods for independent study. Students may wish to study at home during these periods. We expect students to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting attendance expectations or work commitments. In such cases, students will be scheduled to attend mandatory study sessions.

For students who are in receipt of the bursary, an attendance below 95% within a half termly payment period will result in a percentage loss of a bursary payment.

## **Absence Procedure**

We are aware that there may be the rare occasions where a student may miss lessons due to genuine illness or other extenuating circumstances. In such circumstances, students must follow the absence procedures below or this may be classes as an unauthorised absence, affecting their percentage attendance.

In the event of an unforeseen absence, for example, illness, the student or their parent/carer must contact the Sixth Form before 8.45am by ringing 01942 597517 or sending an email to ([shampsond@deanery.wigan.sch.uk](mailto:shampsond@deanery.wigan.sch.uk)), stating the name of the student and the reason for absence. This must be done for every day of an absence.

Medical evidence is required where a student is absent from college for longer than 5 days due to illness or due to persistent absences.

Students who feel unwell whilst in Sixth Form must report to Ms Hampson in the Sixth Form Office, where students will remain whilst a member of staff contacts parent(s)/carer(s). Students who go home ill without reporting to Ms Hampson will be recorded as unauthorised.

In the first instance Ms Hampson must be notified in advance of any planned absence and evidence must be provided. Further to this, students are also expected to inform their progress tutor and subject teachers in advance of a planned absence due to a scheduled appointment.

## Authorised Absences – Only if college is notified in advance

- A hospital appointment
- Visit to a university to attend an open day or interview
- A career related interview or audition
- Practical driving test
- Religious Holidays

Students must arrange routine medical or dental appointments out of college hours. All other appointments e.g. driving lessons must be made out of the college hours.

An appointment letter must be presented to Ms Hampson as evidence for any of the above.

#### Unauthorised Absences

- Holidays in term time
- Part time or full time work that is not part of the student's study programme
- Birthdays or similar celebrations
- Looking after younger siblings
- Driving lessons
- Driving Theory test
- Failure to attend compulsory events organised within the Sixth Form, even if these events are organised during periods when you are not in a timetabled lesson

Whatever the reason for absence, it is the student's responsibility to complete work missed as quickly as possible. Students will be supported by staff following a period of absence, however, if a student does not take steps to catch up with missed work they may face consequences in line with the Conduct Policy.

#### **Part-time work**

Students must **not** undertake part time work during the college day. National studies have shown that more than 10 hours of paid work a week results in students dropping at least a grade at A Level.

Students must not allow part-time employment to affect college work or attendance. Any such employment must not be undertaken during college hours, 8.45am-4pm.

Full-time study commitments always take priority over part-time work. All courses at The Deanery Sixth Form are full time courses.

#### **Signing In and Out**

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they sign in each time they enter the school building and then sign out each time they leave the building throughout the day.

The biometric fingerprint system is used to record entry into and out of Sixth Form. Biometric machines are located in Main Reception and the Sixth Form Centre.

For health and safety reasons, and for fire regulations, it is vital that Sixth Form has accurate records of the students in the building.

#### **Unexplained Absence Process**

We will identify attendance concerns at the earliest opportunity. This will allow the Sixth Form and parents/carers to intervene early and to prevent further decline.

If a student is absent from Sixth Form, and we have received no communication from either the student or a parent/carer, a text message will be sent to the main parental/carer requesting reason for student's absence. If no communication is received, a phone-call/letter/email detailing any unexplained absences will be sent to the parent/carer.

#### **Cause for Concern Process**

Attendance letters are sent each half-term to the parent/carer of any student whose attendance falls below 95%.

If these early notifications do not lead to improved attendance the student will be dealt with in line with the stages of the attendance procedure. This is intended to offer support to students in ensuring they meet the expectations of the Sixth Form and subsequently increase their opportunities to achieve.

**Students whose unauthorised absence is greater than 10% may be withdrawn from examination entries and may be charged for the examination entry fee.**

## **Attendance & Punctuality Intervention Support Plan.**

### Stage 1 - Form Tutor

Meeting held with student whose attendance has fallen below 95% followed by a telephone call home

### Stage 2 - Sixth Form Welfare and Guidance Officer

Meeting held with student whose attendance has fallen below 92.5%. Letter sent home.

### Stage 3 - Assistant Head of Sixth Form

Initial meeting held with student and parental meeting request to discuss lack of improvement.

Action plan to be agreed with parents and signed.

In the absence of parents attending, meeting will be held with the student and minutes from the meeting sent home.

### Stage 4 – Assistant Head Teacher: Head of Sixth Form

Second parental meeting held and formal warning given. If no sustained improvement student will be asked to leave the Sixth Form at the Deanery with immediate effect.