

Trinity Catholic High School



Sixth Form Attendance and Punctuality

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Trinity Sixth Form Attendance and Punctuality Policy

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Contents

1. Introduction	1
2. Student Expectations.....	2
3. Parent/Guardian Expectations	3
4. Reporting Absences in Sixth Form	3
5. Planned Absence	4
6. Acceptable Absence	5
7. Form Periods.....	9
8. Lateness and Punctuality	9
9. Attendance Intervention Stages	10

1. Introduction

At Trinity Sixth Form, we believe that high levels of attendance and punctuality are not just desirable, they are essential for student success. Strong evidence shows that consistent attendance and arriving on time have a direct and measurable impact on academic outcomes, personal development, and future destinations.

Students with higher attendance are significantly more likely to achieve better academic results. Missed learning time, whether through absence or lateness, cumulatively undermines progress, disrupts learning routines, and reduces the depth of understanding required for higher grades.

Students with attendance below 95% perform significantly worse than their peers, and those with attendance below 90% are classed as persistently absent, a threshold strongly linked with lower attainment and reduced access to higher education, apprenticeships, or employment.

We expect all students to aim for 100% attendance, with a minimum of 95%, and to arrive on time, ready to learn. This is not only about meeting school expectations, it is about giving every student the best possible chance of success, both now and in the future.

Regular attendance and punctuality are vital habits for adult life. They mirror the expectations of university, the workplace, and wider society. Employers consistently rate reliability and timekeeping as top employability traits. By maintaining excellent attendance and punctuality,

Sixth Form students build resilience, self-discipline, and a mindset geared towards long-term achievement.

Improving attendance and punctuality is everyone's business in Sixth Form. Good attendance begins with Sixth Form being somewhere students want to be, and therefore, the foundation of securing good attendance is that the Sixth Form is a calm, orderly, safe and supportive environment where all students are keen and ready to learn.

Some students in Sixth Form may find it harder than others to attend school and therefore at all stages of improving attendance, the school will work in partnership with students and parents/guardians collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The Sixth Form policy is fully aligned with the overarching principles and expectations set out in the whole school policy. The Sixth Form Policy builds on this foundation, with specific elements tailored to the distinct context of post-16 education. These specific elements are designed to support students in making a successful transition to adult life and further education or employment, while remaining consistent with the school's broader ethos and strategic vision. The school will emphasise the attendance requirements to students during their induction.

2. Student Expectations

Sixth Form students will:

- **fully comply with the Sixth Form Attendance and Punctuality Policy, recognising that regular attendance and punctuality are essential for academic success.**
- aim for 100% attendance, with a minimum expectation of 95%, and arrive on time, prepared to learn.
- arrive at school by **8:35am** for compulsory morning registration and Tutor Time if they have a timetabled Period 1 lesson, and by **12:20pm** for any scheduled afternoon lessons.
- attend all lessons, registrations, and Sixth Form commitments punctually, understanding that lateness disrupts learning and is recorded as part of their attendance record.
- sign in or out at the relevant Year Office if arriving late or needing to leave school early for an *authorised* reason.
- ensure their parent/guardian contacts the school via email or ParentMail to confirm the reason for absence, late arrival or early departure.

- take full responsibility for catching up on any work missed due to absence and liaise proactively with subject staff as needed.
- understand that failure to meet these expectations may result in appropriate sanctions in line with Sixth Form procedures, including the potential withdrawal of their place.
- accept any sanctions or restorative measures issued in response to breaches of the policy.

3. Parent/Guardian Expectations

Parent/Guardians will:

- help ensure their child attends Sixth Form every day the school is open except when an *exceptional* reason applies.
- notify the school by **8.35am** when their child has to be unexpectedly absent (e.g. sickness) for **every day** of absence.
- only request leave of absence in *exceptional* circumstances and do so **14 days** in advance.
- communicate promptly with the Sixth Form if their child experiences any difficulties with attendance, so that the school can provide the necessary support.
- be aware that poor attendance or failure to follow attendance procedures may lead to interventions, including meetings with school leadership and, in severe cases, withdrawal of the student's place at Sixth Form.

4. Reporting Absences in Sixth Form

The student's parent or guardian must notify the school of the reason for any **unplanned** absence for **every day** of absence by **8:35am**, or as soon as practically possible. This should be done either:

- By emailing: 6thformabsences@tchs.org.uk
- Or by using the absence reporting facility on ParentMail

The communication must include the following details:

- Student's full name
- Date(s) of absence
- Reason for the unplanned absence (e.g. illness).
- Indicate the specific reason for any unplanned absence. Vague terms such as 'unwell' will not be accepted without further detail.

- Expected date of return, if known

Failure to report an absence in a timely and appropriate manner may result in the absence being recorded as unauthorised.

If an absence is not reported, an absence email will be sent home via ParentMail. If no response is received, this will be followed up by a telephone call from the Sixth Form team.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the Sixth Form will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Only parents and legal guardians are permitted to contact the school via ParentMail regarding student absences. Students must not use ParentMail to communicate with the school or Sixth Form team about their own attendance.

Any student found to be falsely using ParentMail to report absences or impersonate a parent/guardian will be sanctioned by the Director of Sixth Form. This may include formal warnings, parental meetings, or further disciplinary action as appropriate.

5. Planned Absence

The Director of Sixth Form may grant a leave of absence during term time only if the request meets specific circumstances. These are limited to **exceptional** or **unavoidable** reasons and are granted at the Director of Sixth Forms discretion weekly, including the length of time a student may be authorised to be absent.

Leave of absence will not be granted for purposes such as:

- Family holidays during term time.
- Employment during school hours, unless engaging in *pre-approved* work experience.
- Protests, demonstrations, or political activities.
- Birthdays, personal celebrations, or social events.
- Shopping trips or leisure activities.
- Childcare, such as looking after a sibling.
- Attendance at non-school sanctioned sporting or recreational activities.
- Extended visits to relatives or friends that are not approved by the school.

- Non-essential personal appointments such as haircuts or beauty treatments.
- Non-urgent travel or tourism, including day trips and sightseeing.
- Driving lessons.
- Religious observances that do not necessitate absence or can be observed outside school hours.
- Attendance at parties, gatherings, or social functions not sanctioned by the school.
- Revision during designated school hours without prior approval from Director of Sixth Form.
- Taking days off for rest, relaxation, or general time off without prior approval.

Planned Absence Requests

For all acceptable planned term time absences, including medical appointments, a 'Planned Absence Request Form' must be completed and submitted in advance for approval by the Director of Sixth Form. Wherever possible, this should be done at least **14 days** prior to the intended absence. However, it is recognised that in certain cases, such as medical emergencies, advance notice may not be possible. In such instances, notification should be provided as soon as reasonably practicable. The form is available on the school website.

We encourage parents/guardians to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of Sixth Form for the minimum amount of time necessary.

The Director of Sixth Form may decide to cancel granted leave of absence. This will be communicated in writing. Reasons for this will generally be the terms and conditions of the leave of absence being broken by the parent/guardian and/or student or the school becomes aware that in making the application for leave of absence the parent/guardian and/or student has misled the school.

6. Acceptable Absence

An acceptable absence is one which meets the criteria for authorised leave from school, having been notified and approved in accordance with the school's absence procedures above.

Acceptable absences are limited to specific, legitimate circumstances, and must be supported by appropriate evidence or prior approval where required. Absences will only be authorised at the discretion of the school and in accordance with the Sixth Form Attendance and Punctuality Policy.

Authorisation is not automatic, even if parental/guardian contact has been made.

Students must avoid any absence during key whole-school assessment periods. It is their responsibility to consult the Sixth Form calendar and ensure full attendance during these critical times.

Valid reasons for **authorised absence** include (but are not limited to):

Type of Absence	Notes / Requirements
Illness	<ul style="list-style-type: none">➤ Student is too ill to attend school.➤ Must be reported on the first day of illness.➤ Medical evidence will be requested for repeated or prolonged absence longer than a 5-day period.➤ For any extended absence, medical evidence must be routinely provided. The Sixth Form reserves the right to request this information for longer periods of absence. This will be arranged directly with parents/guardians.➤ In the case of students with mental ill-health or other legitimate reasons for erratic attendance, the school must retain evidence of assessment and/or notification from the student, parent, advocate or medical adviser that there is a strong intention to return.
Pre-Planned Medical/Dental appointments	<ul style="list-style-type: none">➤ Parents/guardians must notify the school in 14 days in advance using the Planned Absence Request Form.➤ The school will require evidence of the appointment, such as a letter, text message, or appointment card.➤ Must be scheduled outside of school hours wherever possible. When this is not possible it should be in non-contact time.➤ If an appointment must take place during the school day, students should aim to attend school before and/or after the appointment if timings allow.

	<ul style="list-style-type: none"> ➤ Students must sign out and back in at the Sixth Form Office when leaving or returning during the school day.
Religious Observance	<ul style="list-style-type: none"> ➤ Parents/guardians must notify the school 14 days in advance using the Planned Absence Request Form. ➤ The day being taken as absence must be exclusively set apart for religious observance by the religious body to which the student belongs. ➤ A maximum of three (non-successive school) days will be considered for religious observance in any one academic year.
Family Bereavement	<ul style="list-style-type: none"> ➤ Reasonable time off is allowed following the death of a close family member. ➤ The amount of time authorised will depend on the individual circumstances and relationship to the deceased. ➤ Extended absence beyond a few days may require discussion with Head of Year 12 and Head of Year 13. ➤ Pastoral or wellbeing support may be offered or put in place for the student. ➤ Parents/guardians should inform the school as early as possible. ➤ The school may request further information for longer durations.
University Interviews Open Days Careers Interview (Post Trinity Sixth Form)	<ul style="list-style-type: none"> ➤ Parents/guardians must notify the school 14 days in advance using the Planned Absence Request Form. ➤ Students must provide evidence of the interview or event (e.g. confirmation email or booking). ➤ Students should aim to attend open days outside of school hours or during weekends/holidays where possible.

	<ul style="list-style-type: none"> ➤ University interviews: 1 day per interview (includes travel time where necessary). Additional days may be authorised if travel distance or overnight stay is required. ➤ University open days: Maximum of 3 days per academic year. ➤ Time off is usually limited to visits for firm or insurance choices (after UCAS applications are made) such as offer holder days.
Driving Test	<ul style="list-style-type: none"> ➤ Parents/guardians must notify the school 14 days in advance using the Planned Absence Request Form. ➤ Students must provide official evidence of the driving test date. ➤ Only practical driving tests will be authorised during school hours. ➤ Theory tests must be scheduled outside of school hours. ➤ Time off is limited to the test appointment and reasonable travel time only.
Work experience	<ul style="list-style-type: none"> ➤ Authorised within the normal school window for work experience.
Study leave/ external exams	<ul style="list-style-type: none"> ➤ Only permitted when sanctioned by the school. ➤ This includes common university entrance exams, such as the UCAT. However, students are encouraged to schedule these during holiday periods wherever possible.
Caring responsibilities	<ul style="list-style-type: none"> ➤ Must be discussed with the Head of Year; long-term issues may trigger pastoral intervention.

7. Form Periods

Attending form is a vital part of Sixth Form life. These sessions provide important daily messages, key updates about upcoming events, and opportunities for pastoral support. They also help students build strong relationships with their form tutor, who plays a central role in monitoring wellbeing, progress, and attendance. Lateness to or absence from form periods is monitored closely, and repeated issues may lead to follow-up conversations and appropriate interventions.

8. Lateness and Punctuality

A student is considered late if they arrive after the published start time of a lesson. We recognise that some students may be commuting between form rooms or sites; however, punctuality remains a key expectation across the Sixth Form.

- Students may not be admitted into Period 1 lessons after 9:20am on Mondays, and 9:00am (Tuesday–Friday).
- If a student is transitioning between sites Period 1, they are expected to arrive by 9.25am on Mondays and 9.05am (Tuesday–Friday).
- All form periods and subsequent lessons (Period 2 – Period 4) must be attended promptly, in line with the times stated on the timetable.
- Students must arrive on time to Guardian Angel provision, PSD, supervised study, and all other Sixth Form obligations.
- The Head of Year will monitor arrival times closely. They will share punctuality data with students where needed, so they are aware of their own record. Form tutors will discuss punctuality at one-to-one meetings.

Late Arrival to Lessons

- **Up to 5 minutes late:** Students report to the Sixth Form Office to sign in. Diary is stamped. Students return to lesson and show stamp to teacher for entry.
- **Note:** This applies regardless of which site the lesson is on. Students who are late to a lesson on the Lower Site must still report to the Sixth Form Office first, before returning to their lesson on the Lower Site.
- **More than 5 minutes late:** Entry will be refused unless there are valid, pre-approved circumstances or at the teacher's discretion. This will be noted in the student diary by the Sixth Form office.

- **If refused entry:** Students must report to the Sixth Form Office and complete independent study in designated areas (e.g. common room or library) *for that period only*.
- If students choose to go off site for lunch, it is their responsibility to ensure they return on time and are present for the start of afternoon lessons.
- Students with repeated instances of lateness exceeding 10% in any half term may face the following consequences and support measures:
 - Review meeting with Head of Year
 - Removal of independent study periods; placement in supervised study
 - Community service
 - Loss of student privileges
 - Removal from any positions of responsibility within the school
 - Additional actions at the discretion of the Director of Sixth Form

Sixth Form students will:

- arrive punctually to **all** timetabled lessons, registrations, assemblies, and other school commitments, recognising that punctuality reflects personal responsibility and academic commitment.
- leave the common room in good time to arrive punctually to lessons. Remaining in the common room beyond the appropriate time is not a valid reason for lateness.
- be aware that if they arrive late but within five minutes of the lesson start time as started above, they must report to their respective Sixth Form office to sign in. Their diary will be stamped to confirm their arrival and to permit entry into the lesson.
- be aware that a firm cut-off applies to excessive lateness. Students arriving *more* than five minutes after the start of a lesson may not be admitted, except in cases of valid, pre-approved extenuating circumstances or teacher discretion. Students refused entry to lesson must report to the Sixth Form Office and complete independent study in the designated Sixth Form spaces (e.g. common room or library) during that period. Failure to report to the Sixth Form office will be considered a breach of policy.
- understand that punctuality is closely monitored by the Sixth Form Team and patterns of lateness will trigger formal interventions, including parental/guardian contact, support plans, or disciplinary action.

9. Attendance Intervention Stages

The Sixth Form operates a clear, staged approach to intervention and support in response to attendance and punctuality concerns. This begins with early identification and informal conversations, followed by targeted support and structured intervention where patterns persist. As concerns escalate, formal measures such as attendance contracts and parental

meetings will be implemented. Each stage is designed to provide appropriate support while ensuring clear expectations are maintained. A full outline of this process is detailed below.

The Director of Sixth Form and Heads of Year monitor attendance and punctuality records weekly. Where concerns arise, students will be placed on the intervention ladder as appropriate. The first round of meetings begins 1 October and continues throughout the academic year. All students are made aware of the attendance and punctuality policy during induction.

Attendance Ladder		
Stage 1 Absence	Actions	Responsibility
Early Intervention		
Trigger Point <95% <u>Unauthorised</u> absence from all timetabled lessons	<ul style="list-style-type: none"> ➤ Form Tutor holds a structured conversation with the student to identify any barriers to attendance (and punctuality) ➤ Form Tutor agrees clear and achievable attendance targets with the student ➤ Sixth Form issues a Stage 1 letter to parents/guardians outlining concerns and agreed targets ➤ Sixth Form uploads the letter to the student's SIMS profile. Subject teachers notified ➤ Form Tutor and HOY monitors attendance over a 3-week period to demonstrate marked and sustained improvement ➤ Students in receipt of a bursary may have payments withheld <p>Improvements must continue across the academic year. Minimum 95% achieved and sustained</p>	Form Tutor Head of Year Director of Sixth Form oversight

Stage 2 Absence Persistent Absence Threshold	Actions	Responsibility
Trigger Point <90% <u>Unauthorised</u> absence from all timetabled lessons	<ul style="list-style-type: none"> ➤ Head of Year conducts a formal meeting with the student to address ongoing attendance concerns ➤ Sixth Form issues Stage 2 letter home to parents/guardians, outlining the actions required. This serves as a written warning to the student ➤ Sixth Form uploads the letter to the student's SIMS profile. Subject teachers notified ➤ Weekly monitoring of attendance by the Head of Year ➤ HOY monitors attendance over a 3-week period to demonstrate marked and sustained improvement ➤ Students in receipt of a bursary may have payments withheld <p>Improvements must continue across the academic year. Minimum 95% achieved and sustained.</p> <p>Possible Consequences and Support Measures</p> <ul style="list-style-type: none"> ➤ HOY review meeting with the student at the end of the cycle ➤ Removal of independent study periods; student placed in supervised study ➤ Community service requirement introduced as part of the support plan ➤ Loss of student privileges ➤ Removal from any positions of responsibility within school 	Head of Year Director of Sixth Form oversight

Stage 3 Absence Significant Concern	Actions	Responsibility
Trigger Point <85% <u>Unauthorised</u> absence from all timetabled lessons.	<ul style="list-style-type: none"> ➤ Director of Sixth Form issues a Stage 3 letter home to parents/guardians outlining serious attendance concerns and next steps ➤ Sixth Form uploads the letter to the student's SIMS profile. Subject teachers notified ➤ Meeting with parents/guardians and the student to discuss the situation in full ➤ Issue of a formal Attendance Agreement, setting out clear expectations, improvement targets, and consequences for non-compliance ➤ Begin a structured 3-week improvement cycle with ongoing monitoring by Director of Sixth Form. Sustained improvement must be demonstrated, or the student may progress to Stage 4 intervention ➤ Students in receipt of a bursary may have payments withheld 	Director of Sixth Form
Stage 4 Possible removal from Sixth Form	Actions	Responsibility
Continued failure to meet requirements of attendance agreement	<ul style="list-style-type: none"> ➤ If the student fails to meet the terms of the Stage 3 Attendance Agreement and shows no sustained improvement, a formal Stage 4 notification is issued ➤ Parents/guardians are informed that, due to persistent non-attendance and lack of engagement with intervention processes, the student is at risk of withdrawal from Sixth Form 	Director of Sixth Form Headmaster

	<ul style="list-style-type: none"> ➤ A final meeting is held with the student and their parents/guardians to review the situation and confirm next steps ➤ A decision may be made to remove the student from Sixth Form ➤ Full documentation of all previous interventions and communications is reviewed to ensure fairness, transparency, and compliance with school policy ➤ Students in receipt of a bursary may have payments withheld 	
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The Head of Year and Director of Sixth Form reserve the right to implement appropriate actions, consequences, and support measures at their discretion. This includes applying the sanctions ladder above, not only for overall attendance concerns but also for patterns of concern identified in individual classes, days, or specific subjects, based on the individual circumstances of each case.

If a student fails to attend specific lessons in line with our agreed attendance expectations, and their absence is unauthorised, the same staged process will be followed. Continued non-attendance may ultimately result in the student being withdrawn from that specific subject.

Students may move up or down the intervention stages depending on changes in their attendance. If a marked and sustained improvement is demonstrated, they may be removed from staged intervention.

At Trinity School, we place a high value on commitment, reliability, and resilience, qualities consistently demonstrated by students with excellent attendance. Students who maintain attendance of 96% or above over each term are more likely to achieve their academic potential, engage fully in school life, and access the best opportunities for future education, apprenticeships, or employment. To celebrate and reinforce this standard, students with consistently high attendance will receive formal recognition, including letters of commendation and positive entries on their school records such as UCAS. They may also be considered for rewards events, leadership roles, or other privileges within the Sixth Form. By acknowledging these students, we aim to promote a culture where regular attendance is not only expected, but also recognised and rewarded.

To ensure our records are accurate and in line with Department for Education requirements, students who miss four consecutive weeks of lessons (not including holidays) without clear plans to return will be withdrawn from their course. This is to protect both students and the school's ability to provide appropriate support.

If a student is absent for an extended period but intends to return (e.g. due to illness or mental health), we must have evidence of this, such as a message from the student, parent, or doctor. In these cases, we won't withdraw the student straight away, but if they fail to return, the last date of attendance will still be used as the official withdrawal date. All withdrawals are recorded promptly and accurately, and students who leave will not be counted as having completed or achieved the course unless they have genuinely done so.