

Whickham School and Sports College



Sixth Form Attendance Policy

Revised July 2020

Whickham Sixth Form

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Given the clear link between attendance and attainment a high level of attendance in the Sixth Form is incredibly important. All Sixth Form pupils are set a minimum expected attendance target of 98%.

Pupils

Pupils are expected to attend all lessons punctually. In addition to timetabled lessons pupils will also have flexible study time on their timetable. Pupils are not required to remain on site during study time unless specifically timetabled to be with a member of staff at this time.

Pupils should make every effort to make medical/dental appointments/ driving lessons out of school hours.

Parents/Carers

We encourage parents to take an active interest in ensuring pupils attend school regularly and punctually. Parents will be informed of attendance figures on interim and full reports and will be alerted whenever problems arise.

Parents/carers should phone the sixth form reception if the pupil is ill, leaving a message for their Head of Year.

Leave of Absence

We strongly discourage pupils from taking leave of absence during term time as this can have a significantly detrimental effect on progress. The request must be made in writing to their Head of Year in advance and a written response from the school will follow. Leave of absence requests will only be authorised in exceptional circumstances.

Pupils whose total period of absence extends beyond four weeks without a satisfactory reason being given risk being removed from the school roll.

Attendance Monitoring & Intervention Strategies

Attendance is monitored in the first instance by the relevant Head of Year and Attendance Officer. Due to the nature of the sixth form, attendance is monitored on a lesson by lesson basis. Lesson absences will trigger a text from the Sixth Form Administrator to a pupil's parent/carer on the day of absence. Absences are followed up routinely with the pupil by their tutor.

Our strategy to ensure attendance expectations are met fall into five stages. Whilst we will always include cumulative attendance percentages on all correspondence with parents/carers, our strategy is based on the **number of days of absence** in relation to the **maximum achievable attendance** in an academic year.

ATTENDANCE MATTERS POLICY

Stage 1

98%-100% Attendance

Excellent attendance with every chance of success.

Stage 2

Below 98% Attendance

More than 4 days of absence. A letter will be sent home to remind parent/carer of our expectations

Stage 3

Below 95% Attendance

More than 9 days of absence. We'll invite Parents/Carers into school for an informal meeting with a view to addressing any barriers to attending school. We aim to resolve issues and put attendance incentives in place.

Stage 4

Below 90% Attendance - Persistent Absence

More than 15 days of absence. We'll invite Parents/Carers into School for a formal meeting with the Attendance Officer, Senior Leadership Team and School Governors. During this meeting, we'll establish the need for any necessary support from external agencies. Pupils will be put on an Attendance Report and a 4 week review period will be agreed. An attendance contract must be signed by pupils and parents.

Stage 5

Where attendance continues to decline

If a pupil has not improved their attendance sufficiently through strategies employed in stages 2-4, they will be asked to consider whether they feel that they should continue with their studies at Whickham School.

It's important to note that Year 12 pupils with significant attendance concerns may not be able to progress into Year 13.