



WHICKHAM SCHOOL

Sixth Form Attendance & Punctuality Policy

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%. Students need to be onsite by 8.35am to arrive in tutorial rooms for 8.40am.

Students

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

Students should make every effort to make medical/dental appointments out of school hours. Driving lessons are not permitted in lesson time; these need to be out of school hours. However, you can be excused for a driving test.

No student will be allowed to leave early for part-time work commitments. Any employment commitments need to be made outside of school hours.

Parents/Carers

We encourage parents/carers to take an active interest in ensuring students attend school regularly and punctually. Parents/carers 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 student is ill, leaving a message on the Sixth Form absence line. If a student has no mark for a day there will be a call/ text message sent in the morning. If there is no response the Head of Year will call to discuss your son/ daughter's absence.

Leave of Absence

We strongly discourage students from taking leave of absence during term time as this can have a significant 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.

Students whose total period of absence extends beyond four weeks without a satisfactory reason being given, risk being removed from the school roll. (This is in line with DfE guidance)

Attendance Monitoring & Intervention Strategies

Attendance is monitored in the first instance by the relevant Head of Year and Attendance Officer. Sixth Form attendance is also monitored on a lesson by lesson basis.

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.

Stage 1 : 98%-100% Attendance	<ul style="list-style-type: none"> • Excellent attendance with every chance of success.
Stage 2: Below 98% Attendance	<ul style="list-style-type: none"> • More than 4 days of absence: A letter will be sent home to remind parent/carer of our expectations
Stage 3: Below 95% Attendance	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • More than 15 days of absence: We'll invite Parents/Carers into School for a formal meeting with the Head of Sixth Form. Students will be put on an Attendance Report and a 4 week review period will be agreed. An attendance contract must be signed by students and parents/carers.
Stage 5: Where attendance continues to decline	<ul style="list-style-type: none"> • If a student 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.

Year 12 students with significant attendance concerns may not be able to progress into Year 13.

Punctuality

The punctuality process within Whickham Sixth Form has been reviewed in order to aid our students. Employers, universities and apprenticeship providers are increasingly asking for references and statistical data on your attendance and punctuality. We wish to support you in putting your best foot forward. Therefore, a new staged approach to punctuality is employed within Whickham Sixth Form.

Stage 1:	<ul style="list-style-type: none"> • 2 or more late marks in a week will result in an 8.15am Wednesday detention the following week. You will be notified on Monday if you are to attend a late detention. • This includes late marks to lessons.
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Stage 2:	<ul style="list-style-type: none"> ● Failure to attend the 8.15am Wednesday detention will result in a 3.15pm detention the following Friday. Parent / Carer call will be made to discuss this.
Stage 3:	<ul style="list-style-type: none"> ● Non - attendance at the Friday upscaled detention will result in a letter home to parents/ carers and a 90-minute detention on the following Monday.
Stage 4:	<ul style="list-style-type: none"> ● If late marks for a half term exceed 9 you will be placed on a punctuality report for 2 weeks which will need to be completed by tutor and class teachers. ● Failure to meet the conditions of the punctuality report will result in a period of time in BIS (Behaviour Inclusion Support)

If all stages are complete and the outcome is not successful, parent/carers will be asked to attend a meeting to discuss whether you are suitable for Sixth Form study at Whickham School.

Policy Review

Last reviewed	By whom	Next review
June 2022	S Tumelty	by September 2023