



WHICKHAM SCHOOL

**Sixth Form
Attendance & Punctuality Policy
2024-2025**

Policy Review

Last reviewed	By whom	Next review
June 2022	S Tumelty	by September 2023
May 2023	S Tumelty	by September 2024
July 2024	L Gainford / S Tumelty	July 2025

DFE research shows that pupils who attend school regularly make significantly stronger progress in their learning and achieve stronger qualifications. Poor attendance can impact negatively upon the life chances of those pupils whose absence is high. All Sixth Form students are set a minimum expected attendance target of 98%. Students need to be onsite by 8.30am to arrive in tutorial rooms or assembly for for 8.35am.

Responsibilities

Parents/carers are responsible for:

- Understanding that it is their legal responsibility to ensure their child attends school and maintains good levels of attendance. We expect each child to attend Wickham School each day it is open.
- Contacting the school if their child is unable to attend **every day** that they are unable to attend. 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.
- Ensuring that the school has up to date contact details for parents and carers.
- Only requesting leave of absence in exceptional circumstances and well in advance of any absence. The request must be made in writing to their Head of Year and a written response from the school will follow.
- Not taking holidays during term time.
- Booking any medical appointments outside of the school day where possible.
- Ensuring that any evidence, e.g. medical notes, are emailed or delivered to the Pastoral Leader.
- Proactively engaging with the school about any support that is offered to improve attendance.
- Ensuring their child is punctual each day.

Pastoral staff must ensure that:

- Contact is made with parents and carers of students where absence has not been

communicated. The 6th Form Pastoral Leader will ensure that a call is made to the parents or carers on the first day of absence.

- Pastoral Leaders for each year group must check, on a daily basis, the attendance record of their year group. This must include checking any abnormalities in the daily register e.g. a pupil has missed one lesson. Investigation of why this has occurred and appropriate action must take place, e.g. call to parents or carers, isolation in BIS or discussion with teachers if there is an error in the register.
- Pastoral Leaders must resolve all N codes within 5 school days (determining the correct absence code in each case)

Students are responsible for:

- Being in school by 8.30am and in tutorial or assembly by 8.35am.
- Signing into reception if they are late.
- Attending any additional lessons added to their timetable by pastoral staff or teaching staff.
- Being on time for all lessons.
- Booking any medical appointments outside of the school day where possible.
- Booking driving lessons outside of lessons and study time. Students are only permitted to be excused for a driving test.
- Ensuring any part time work commitments are fulfilled outside of school hours.

Attendance and Punctuality Monitoring & Intervention Strategies

Attendance

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.

Intervention will take place if a pupil's attendance falls into any of the following categories:

- Stage 1 (attendance between 94% and 96.9%)
Between 6 and 12 days absent across the academic year
 - Stage 1 letter sent. The purpose of this letter is to raise awareness of the impact of non attendance.
 - Parents and carers are informed of who to contact for additional support.

- The Attendance Officer monitors attendance and highlights further issues in the fortnightly attendance meeting.
- Normal positive recognition processes are continued.
- Stage 2 (attendance between 90% and 93.9%)
Between 13 and 19 days absent across the academic year
 - Attendance Officer analyses attendance to identify absence patterns
 - If no improvement in attendance, a stage 2 letter is sent to parents and carers. The purpose of this letter is to communicate to parents/carers that attendance has not improved and that the pupil will be placed upon attendance report. The Pastoral Leader will contact the parents or carers to discuss attendance.
 - Pupil discussed at the Year Team Attendance meeting and action taken to remove any barriers that exist to good attendance.
 - Normal positive recognition processes are continued.
- Stage 3 (attendance that is below 90%)
**A pupil is considered persistently absent if attendance is below 90%
Over 19 days absence across an academic year**
 - Stage 3 letter is sent. The purpose of this letter is to communicate that attendance is significantly below expectations and that attendance will be formally monitored by the Senior Pastoral Leader. It also highlights that 100% attendance is expected during this monitoring period unless medical evidence is provided. Parents and carers must attend school to discuss attendance.
 - An Attendance Plan will be developed with bespoke strategies to ensure attendance improves. The Senior Pastoral Leader - Attendance will coordinate the production, implementation and monitoring of this plan.
 - The Senior Pastoral Leader - Attendance will consider whether external agencies need to become involved with the Attendance Plan.
 - Legal intervention is considered.
 - Medical evidence is required when absences occur.
 - Consideration of referral to Governor or Senior Leader Attendance Panel.
- Stage 4 (attendance that is below 50%)
This is considered severe absence and is of extreme concern
The pupil is absent more from school than they are present.
 - Weekly meetings with parents/carers to implement and monitor the pupil Attendance Plan. The Senior Pastoral Leader - Attendance will continue to coordinate the production, implementation and monitoring of this plan.
 - Social Services must be made aware of attendance levels.
 - Legal intervention must be in place.
 - Referral to Governor or Senior Leader Attendance Panel.
 - An EHCP should be considered.

Punctuality

- Employers, universities and apprenticeship providers are increasingly asking for references and statistical data on students punctuality.
- Lateness is recorded in SIMS and poor punctuality is challenged in line with behavioural expectations. These are detailed in our [Behaviour Policy](#).
- Where a student is late and does not have an appropriate reason that can be validated, staff are expected to ensure that the lateness is recorded (in SIMS) and staff must issue an appropriate sanction. These are detailed below:

- When a student is late to a lesson, the member of staff should arrange for the time to be made up in a timely manner outside of lessons.
- Pastoral Leaders for each year group must ensure that they monitor punctuality as part of their daily review of the attendance register. Where a pupil is regularly late to lessons this should be identified and addressed.
- Where a pupil is late to school on two occasions without good reason the Pastoral Leader will issue a detention (30 mins). If the pupil does not attend, this will be upscaled to an after school detention (60 mins).
- Letters sent to parents/carers when punctuality is a cause for concern.

A staged approach to punctuality is employed within Whickham Sixth Form.

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

The Law

- **Education Supervision Orders** - Further information can be found on Page 51 of [Working Together to Improve School Attendance \(Updated August 2024\)](#)
- **Attendance Prosecution Order**- Further information can be found on Page 52 of [Working Together to Improve School Attendance \(Updated August 2024\)](#)
- **Parenting Orders** - Further information can be found on Page 54 of [Working Together to Improve School Attendance \(Updated August 2024\)](#)