



WHICKHAM SCHOOL

Sixth Form Attendance & Punctuality Policy 2025-2026

Policy Review

Last reviewed	By whom	Next review
May 2023	S Tumelty	by September 2024
July 2024	L Gainford	July 2025
June 2025	L Gainford	July 2026

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 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 Head of Year.
- 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 Head of Year will ensure that a call is made to the parents or carers on the first day of absence.

- Heads of Year 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.
- Heads of Year 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.

Poor attendance is addressed in a variety of ways, including challenging students and parents, placing students on attendance reports, school behaviour sanctions and CEIAG support to help students to secure destinations beyond Whickham School.

If a Sixth Form student is absent for a period of 40 consecutive days the school has the right to remove them from roll.

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.
- Heads of Year 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 pattern of lateness is identified in a week, without good reason, the Head of Year will issue a detention (30 mins). If the pupil does not attend, this will be upscaled to an after school detention (60 mins). Persistent lateness will result in further, upscaled sanctions.
- 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 \(Updated August 2024\)](#)