

## **Chilwell Sixth Form Attendance Policy**

We take attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students. All post 16 courses are intensive and students cannot afford to miss valuable teaching and study time. As well as timetabled lessons students also have non-contact periods on their timetables for private study, homework, social time and enrichment activities. Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least 90% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment. We have an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those who give low priority to attendance and punctuality. To meet these objectives we have an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

### **Aims and objectives**

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To monitor and evaluate the processes on a regular basis.
- To give clear information on expected levels of attendance.

### **What the sixth form expects of students**

- Attend regularly, on time and ready to learn.
- Attend tutor time and enrichment.
- To sign in if they arrive after registration time
- To tell a member of staff if there is any problem which may prevent them from attending.
- Make every effort to make dental/medical appointments outside of school hours.
- Complete an absence request form if they need to leave early or will be absent from school for a full/half day.

### **What the school expects of parents**

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day.
- To contact school on the first day their child is absent for any reason and then on all subsequent days if the student is unable to contact school him/herself.

- To avoid taking holidays in term time.
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school.
- To provide evidence to support absence such as an appointment card/letter, a copy of a prescription slip with name and date visible or medication packaging with name and date visible. Alternatively if none of the above are available a note, signed by the parent, school explaining the reason for absence.

### **What parents and students can expect from Chilwell Sixth Form**

- A Post 16 education that is dependent upon regular attendance at school.
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards.
- Efficient and accurate recording and monitoring of absence.
- Prompt action when a problem has been identified.
- Regular communication with students and parents.

### **Absences**

*Acceptable reasons for being absent from school, set by the Department for Education:*

- The student is too ill to leave the house.
- The student has a hospital appointment.
- A day of religious observance by the religious body to which the student belongs.
- The student is prevented from attending by an unavoidable cause.
- There is a close family bereavement.
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work.
- University and Employer Open Days.

*Unacceptable reasons for keeping a child away from school are:*

- To mind the house.
- To look after siblings.
- To go shopping.
- To celebrate a birthday.
- Sleeping in.
- One child is ill, so all are kept off school.
- Minor ailments such as a tummy ache or headache.
- Because it is the end of the week or term.
- Driving lessons or tests.
- Adverse weather conditions.

If a student is absent from school longer than a period of 5 days due to illness, parents will be asked to provide medical evidence to support the student's absence.

Leave of absence may not be given to enable a pupil to undertake employment during school hours unless it is to engage in work experience arranged through school.

## **Signing In and Out**

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they sign in each time they are late to school then sign out each time they leave the building throughout the day.

## **In-School Procedures**

We are keen to identify attendance concerns at the earliest opportunity to give parents, students and the school the ability to intervene early and prevent further decline. We will do this by following the procedures outlined below.

## **Unexplained Absence Process**

If a student is absent from school and we have received no communication from either the student or a parent a text message will be sent on the morning of students' absence requesting a reason.

A letter/email detailing any unexplained absences will be sent to the parent if no communication has been received. A reply is requested stating the reason for the students' absence to enable attendance records to be updated; if no reply is received, this will be recorded as an unauthorised absence.

## **Cause for Concern Process**

Cause for concern letters will be sent home to parents when attendance falls between 90%.

This early notification is intended to share our concerns with you and give you the opportunity to intervene/contact the school so that early support/intervention can be put into place, if needed.

## **Stage 1 - Attendance falls below 90%**

### **Tutor**

- Liaise with students, ascertain reasons for absence. Discuss level of attendance with students.
- Ensure students catch up with any work missed.
- Promote the importance of attendance with the student.
- Monitor attendance as required over the forthcoming weeks.
- All actions recorded on Class Charts

### **Post 16 Attendance Officer**

- Phone call / text to parents for reasons of absence.
- If no contact is made due to telephone fault, send a letter home to confirm correct contact details - and request that parents contact the school ASAP.
- Liaise with key staff regarding the pattern of lesson / period absence.

- Monitor the attendance of students during meetings with the Head of Sixth Form.
- All actions recorded Class Charts

## **Stage 2 - Continued Poor Attendance**

### **Tutor / Subject Teacher**

- Speak to the student (and parent if required) and ascertain reasons for absence.
- All actions recorded on Class Charts

### **Post 16 Attendance Officer**

- Highlight student to Head of Sixth Form for attendance monitoring (initial concern).
- Phone call to parents for reasons of absence.
- Send Initial Concern (I/C) letter to parents, to officially confirm the school's concern regarding the student's current attendance.
- The letter should request that parents contact the school ASAP, to speak with the Attendance Officer regarding attendance concerns.
- Instigate First Day Contact procedure for targeted students. Record all contacts and information received.
- Arrange attendance meetings with parents as required, to discuss issues.
- All actions recorded on Class Charts

## **Stage 3 - Failure to meet requirements set by the attendance agreement**

### **Attendance Officer**

- Consult with the Head of Sixth Form.
- Send Letter 2 (6-Week Attendance Monitoring).
- Contact parents to arrange an attendance meeting with Head of Sixth Form
- Record all actions on ?

### **Head of Sixth Form**

- Discuss strategies with AO.
- Meet with parents, discuss attendance concerns and set up an Attendance Support Plan (ASP) detailing strategies to get students back into school.
- Monitor progress of ASP accordingly.
- All actions recorded on Class Charts

### **Holidays**

Government legislation does not permit parents to take their child/ren out of school during term time as this can have a detrimental effect on their academic progress. Holidays will not be authorised in school time. Parents wishing to apply for exceptional circumstances need to email requests to [attendance@chilwellschool.co.uk](mailto:attendance@chilwellschool.co.uk) or via Class Charts. Upon receipt of a Request for Exceptional Term Time Leave a decision will be made, (the Headteacher's decision is final), and parents will be notified either in writing/or verbally of our decision,

course of action and how the absence will be recorded on our system. If this request is not agreed the absence will be recorded as unauthorised.