

Chilwell sixth form attendance policy

1. Rationale

Excellent attendance is directly linked to academic success and personal development. There is no hiding from the fact that Post-16 study is intensive and if lessons are missed, it can significantly impact a student's ability to achieve their potential. This policy ensures that our students are prepared for the expectations of higher education and employment.

2. Key Attendance Targets

- Minimum Target: All our students must maintain a minimum cumulative attendance of 95%.
- Aspirational Target: We want our students to aim for 97% or above.
- Compulsory Sessions: Attendance is mandatory for all timetabled lessons, tutor periods, assemblies, supervised study sessions and enrichment activities.

3. Absence Procedures

Authorised Absences

We expect to be notified at least 5 school days in advance. Parents or the student should email the attendance team and provide evidence (where appropriate) for authorisation. Examples of authorised absences include:

- University open days and interviews (maximum of 4).
- Practical driving tests (not driving lessons).
- Scheduled medical or dental appointments that cannot be made outside school hours (proof required).
- Religious observances.

Unauthorised Absences

We will not authorise any of the following:

- Paid part-time work or training during the school day.
- Family holidays taken during term time.
- Driving lessons or driving theory tests.
- Leisure activities or birthdays.

Reporting Unplanned Absence (e.g., Illness)

1. Notification: A parent or carer must communicate via Arbor or email the attendance team before 8:30 AM on each day of absence.
2. Student responsibility: Our students are responsible for contacting their subject teachers to catch up on all missed work immediately upon their return.

4. Punctuality and Signing In/Out

- Arrival: Students must be on-site by 8:40 AM for morning registration or assembly, regardless of whether they have a lesson Period 1.
- App Check-In: Students must log their arrival daily using the school's official digital attendance app.
- Leaving Site: Students leaving the school site must use the app to check out before leaving the premises.
- Compliance: Failure to check in or out via the app is a serious safeguarding breach and could result in the immediate suspension of the privilege of being able to leave the school site.

5. Attendance Intervention Framework

If a student's attendance falls below the expected benchmark, the following staged process will be triggered:

Stage	Attendance Trigger	Action & Intervention
1: Monitoring	95%	Tutor review, informal target setting and parent notification.
2: Support Plan	90%	Formal meeting with Head of sixth form and attendance support plan implemented.
3: Parental Meeting	Persistently below 90%	Meeting on-site or remotely with parents, students, and Head of sixth form. Final warning contract issued.
4: Review	Persistent Non-Compliance	Review of the student's place in the Sixth Form, potentially leading to withdrawal.

6. Home Study and Study Periods

In sixth form, students have a transition towards independent learning. To balance flexibility with academic discipline, the following home study privileges apply:

- Year 12 Students: Must remain on-site for all free/study periods during the first half term to develop effective independent study habits.
- Privilege Earned: After half term Year 12 students with 95% or higher attendance and good academic performance may study at home during periods when they have no timetabled lessons.
- Year 13 Students: Automatically granted home study privileges during any independent study periods, provided they maintain a 95% attendance record and meet all academic targets.
- Revocation: Home study is a privilege, not a right. It will be immediately revoked, and the student returned to supervised on-site study, if:
 - Cumulative attendance drops below 95%.
 - Academic progress falls below targets or deadlines are missed.
 - Registration punctuality becomes an issue.

7. On-Site Independent Study Expectations

When students do not have a timetabled lesson and are required to be on-site, they must use the designated study areas productively:

- Quiet study and well-being hub: This area is reserved strictly for individual, silent work. Unless no one else is present, no collaboration or socialising is permitted during lesson times.
- Group study/common room: The Bistro is to be used for collaborative project work, peer mentoring and quiet academic discussion.
- Tech Access: Students must accept if they choose to use their own device rather than an issued Chromebook, then there is no access to the school WIFI.