



## **SIXTH FORM ATTENDANCE POLICY**

Sixth Form students are expected, without exception, to follow the same expectations of attendance as students in years 7-11. Students may ultimately be removed from our Sixth Form should they not meet these expectations. Our attendance intervention and support framework is detailed below:

### **Stage 1**

If attendance falls below 97% the Attendance Officer will notify mentors who will have an informal discussion with the student and parents and the Sixth Form Co-Heads will be notified.

### **Stage 2**

If attendance does not improve, a Letter of Concern will be issued to the student and parents/carers. This will also trigger a formal conversation with one their mentor. Students will be asked to detail barriers to attendance and be supported initially by their mentor to find solutions both at home and school to these. Barriers and solutions will be documented and signed and passed onto the Sixth Form Co-Heads should Stage 3 need to take place.

### **Stage 3**

If attendance does not improve, a Stage 3 Formal Warning Letter will be issued by our Sixth Form Co-Heads to the student and parents/carers via a formal meeting. If parents/carers or the student refuse this meeting students will be moved onto Stage 4.

The student will be placed on a 4 week attendance monitoring report and be expected to show a significant improvement in that time. This report will be monitored daily by mentors and supportive conversations will take place. The support offered will depend on the needs identified by the student and staff. The attendance report must be presented and signed by the teacher in each lesson. If students fail this report, or attendance fails to improve and no medical reason is given (please see whole school guidance on exceptions) students will be moved onto the final Stage 4 of the attendance intervention framework. The student can be escalated up to Stage 4 if there is no improvement during any week.

### **Stage 4**

If attendance does not improve, a final warning letter will be issued via a formal meeting with the student and parent/carer by our Sixth Form SLT Link (Assistant Principal). Support will continue to be offered as identified by the needs of the student. Should there be ongoing attendance concerns with no medical certification given, this may lead to withdrawal of the student from KS5 subject programmes of study. Referral to the Careers Officer will be offered to discuss alternative pathways in preparation for removal from the Sixth Form roll.

### **Students missing lessons**

If a student is signed in at school and chooses to miss a lesson parents will be notified by our Attendance Officer. Students will be given a verbal warning and expectations will be reset including reference to the Sixth Form Agreement. It is incredibly important that students attend lessons, not only for their ultimate attainment, but also for safeguarding purposes, as we must know which students are on site at all times. If a student persistently chooses to miss lessons (over 5 lessons missed) they will be subject to a formal meeting with a Co-Head of Sixth Form and a written warning. Students will be moved to Stage 3 of the intervention framework and an Attendance Report issued to formally support them to make the right choices.

**Students with attendance below 90% will be expected to pay for their qualifications.**