



SIXTH FORM ATTENDANCE POLICY

Sixth Form students are expected, without exception, to follow the same expectations of attendance as students in years 7-11. If a student is not in school by Period 1 and we have not received communication from a parent/carer of their non-attendance, as part of our safeguarding procedures the attendance team will contact home to ensure the welfare of the student. 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 the Sixth Form Co-Heads will be notified.

Stage 2

If attendance does not improve within 2 to 4 weeks, 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. This will be documented by mentors and signed and passed onto the Sixth Form Co-Heads.

Stage 3

If attendance does not improve by the end of the half term or if attendance falls between 90% and 86%, a Stage 3 Formal meeting will be arranged between the Sixth Form Co-Head and attendance team and the student and parents/carers. 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 the Co-Heads 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 and study period.

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. Decisions relating to further actions will then be taken on a case by case basis. These could include removal of bursary funding, payment of examination fees, supervised study periods with SLT, and/or other appropriate actions.

Students missing lessons

If a student is signed in at school and chooses to miss a lesson or study period 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, so 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 above and an Attendance Report issued to formally support them to make the right choices.

Please note that absence that is due to Covid isolation (once a PCR test result or evidence is received) will not be included in the attendance calculations used for this policy.