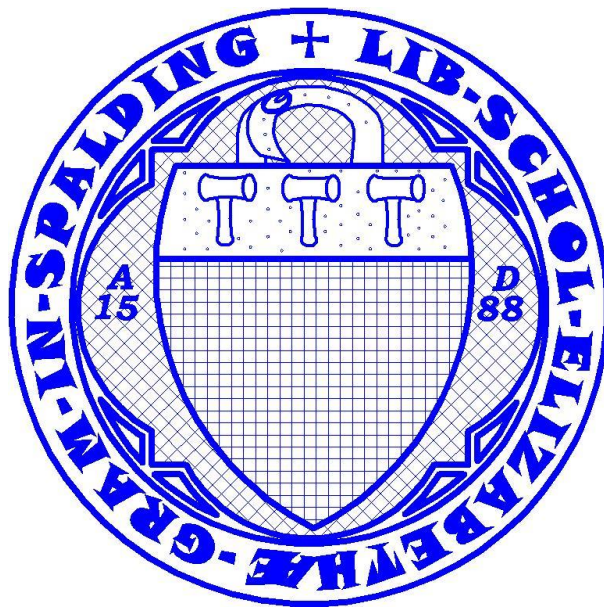


# Spalding Grammar School



## Sixth Form Attendance and Punctuality Policy

2019-20

## Overview

The Sixth Form at Spalding Grammar School ensures that all students access full-time education which meets their individual needs and maximises their academic achievements.

All A level courses are challenging and intense and students cannot afford to miss valuable teaching and study times. Excellent levels of attendance and punctuality are both characteristics of students who achieve above or in-line with their potential. Research shows that attendance falling below 95% results in an average reduction of one grade at A-Level per subject and this increases to two grades when attendance falls below 90%.

Also, it is important that students do not miss out on personal and social opportunities of enrichment offered in form time, including assemblies. Students with irregular attendance not only get behind with their studies but also miss out on important career advice, are less likely to feel part of the school and find it difficult to maintain friendships within school.

We strive for 100% attendance for all students. Our annual target is currently set at an aspirational level of 95% with the aim to reduce to zero the number of students whose attendance at school drops below 90% and the number of unauthorised absences.

This policy has been drawn up to clarify expectations of students who chose to join our Sixth Form to prepare for the world of further education and employment and identify responsibilities of staff, students and parent/carers.

## Expectations

- It is an expectation that all Sixth Form students maintain a cumulative rate of attendance at 95% or above. The minimum level of attendance is 90% however in order to make adequate progress we expect the majority of students to achieve 95 % or above attendance.
- Students are expected to be punctual to all lessons, form periods and assemblies.
- Students are expected to attend fully during the school day from 8.50am to 3.30pm.
- Students are expected to attend Form Period and all timetabled lessons including Senior Games.
- Students are expected to attend House and Sixth Form assemblies.
- Students are expected to sign in at the beginning of each of their study periods in the Study Centre, which is a teacher-supervised area. Students must use their study periods to work independently either in the Sixth Form Study Centre, the library (if not in use for lessons), or in departmental areas with the agreement of the Head of Subject. It is to be noted that these areas are work areas, subject to the same rules as the Sixth Form Study Centre and are not social areas.
- In case of unavoidable absences, students are expected to try and catch up on the work they have missed by obtaining lesson's notes from peers in the first place.

## Responsibilities

- Subject teachers are required to complete an electronic register for each lesson and have a vital role by coding absences appropriately, and alerting Tutors to any unexplained absences.
- The Director of Sixth Form is responsible for monitoring attendance patterns within the Sixth Form and will liaise with Heads of House and the school's Attendance Officer to ensure that subject teachers are trained in correct procedures and provide support wherever necessary.
- The school operates computerised registration which enables lesson registers to be stored and analysed and sophisticated reports at individual, student, group, year or whole school level to be quickly generated. Tutors, Heads of House and the Attendance Officer are then able to use this information to follow up on lateness and unexplained absence.
- Parents / Carers have a joint responsibility to ensure that their sons/daughters attend the school as required and on time. They should show their support for this policy by not

requesting authorised absence for holidays during term time and minimising where possible all other authorised absence, for example, dental appointments during the school day. They should follow the Sixth Form procedures for dealing with attendance as specified below.

- Students themselves must ultimately accept a high degree of responsibility for their punctuality and attendance. Students must arrive punctually to all sessions where their attendance is required in order to be registered where the **ONLY** person who can mark a student present is the Tutor or Subject teacher.

## Procedures

### Student Absence:

- Students or their parent/carer should inform the school by phone on the first day of absence ill, ideally before 8.50am. On return to the school, an absence letter should be provided to account for all the days of absence.
- Where the absence is due to illness, a doctor's note will be required after 5 days.
- If an absence is planned for a known reason in advance (see below) then the student or parent/carer should inform the Tutor or Head of House beforehand, ideally in writing.
- Where a sixth form student is unwell during the school day, they are not to simply sign out and leave site, rather they must seek permission from their tutor or Head of House before missing lessons or leaving school. If he or she is unavailable then a student should report to the School Reception where the staff there will grant permission, and if necessary, contact parents. Students must not ring their parents directly and ask to be collected. In cases of medical emergency, students should go directly to the School Reception.

### Staff Absence:

- When a member of staff is absent the work set for that lesson is left in the classroom or given directly to the students in advance. Alternatively, work may be emailed to students.
- In any of the above cases students must register at the lesson time at the School Office before using the lesson to complete the work in the classroom or an agreed appropriate area such as the Sixth Form Study Centre.
- The signing in sheets will be used to update the lesson attendance on SIMS.

### Fire Regulation:

The accuracy of registers is essential for emergency evacuation purposes. Students must sign out if they leave the premises at any time during the school day.

### Leave of absence (Holidays) and other absence.

- By law, students should not take any leave of absence (holidays) during term time and these will not be authorised. That said, leave of absence under **exceptional circumstances** may be granted for up to 10 school days.
- To seek leave, parents should complete a Leave of Absence (LOA) application form (available through the 'Sixth Form' section of the school website) explaining the special circumstances for which they are requesting leave and forward it to their son/ daughter's Tutor and Head of House not less than 15 school days **BEFORE** the proposed period of absence. **LOA requests should be made at the planning stage, before entering into any financial commitment.**
- If the absence clashes with external examinations and/ or controlled assessment units (CAUs), the school is unlikely to authorise the absence so please check these commitments beforehand. Equally, the school is unlikely to authorise the absence where your son/ daughter is seriously behind in terms of his/ her subject commitments.
- Students may attend a maximum of three Open Days at universities during term time, but are encouraged to visit at weekends wherever possible. Tutors should be informed in advance of these absences.

- Students may be absent for unavoidable appointments such as specialist medical appointments, job interviews (not part-time jobs) and driving tests and should inform their Form Tutor in advance.
- Students should not make routine doctors, dental or other appointments during the school day.
- Students may be absent for driving lessons, but are required to book these to take place during their Free Periods.
- Under no circumstances should students undertake paid part-time work during the school day and are advised to limit part time work to 8 hours per week if it is not to impact on study.
- Students may undertake work experience or work placements or complete voluntary activity in support of university or work applications within the school day during study periods with the agreement of their Head of House.

### Protocols

- If the school has not been notified of the absence of a student, once the morning register has closed, the Attendance Officer may make a first day of absence telephone call to parents/carers. Priority is given to students with a poor attendance record or for whom there are current on-going concerns.
- Not every absence will be followed up with a first day call.
- Absence for holidays will be marked as unauthorised in all circumstances.
- Absence for appropriate agreed reasons as outlined above will be coded accordingly and taken into account in calculating overall attendance.

### Monitoring:

The monitoring of student attendance patterns and of attendance procedures includes the following actions.

- Attendance figures are regularly downloaded from the school electronic registry system for scrutiny and analysis of patterns and trends.
- Setting of an annual attendance target (and monitoring of figures for persistent absence) in discussion with the Director of Sixth Form Studies.
- Analysis of annual attendance figures against annual targets and patterns in previous years.
- Review of this policy on a two-yearly cycle or more frequently if required by changing legislation or changing needs.
- Attendance and punctuality are monitored in the first instance by the Attendance Officer who will liaise with the Director of Sixth Form Studies and Heads of House in following up attendance and punctuality issues revealed through monitoring and support the follow up procedures outlined below.

### Consequence of poor punctuality and attendance

#### Punctuality

- Poor punctuality results in an immediate break time detention with a Head of House and this will be recorded on SIMS.
- If there is no immediate improvement (within one week), the student will have meeting with their Head of House, be issued an after-school detention (ASD) and a **formal letter will be sent home**.
- If the punctuality problem is not resolved, a meeting with the Head of House and a parent/carer will take place. A PSP will be put in place with targets and a **Sixth Form Discredit** issued to the student.
- If there is a regular pattern of continued poor punctuality a **second Sixth Form Discredit** will be issued, followed by a **final Discredit** if there is still no improvement. Where a final discredit is issued, a meeting with the Head of House, Director of Sixth Form Studies and a parent/ carer

will be arranged in which the student may be advised that they will not be entered for exams and to consider their future, with support from the school careers service. The student may be asked to leave the school.

## Attendance

- Form Tutors will question students about absences on a daily basis.
- If attendance falls below 95% without known and agreed reason the student will have a meeting with their Form Tutor.
- If attendance falls below 90% the student will have a **Stage 1 Attendance Meeting** with their Head of House and a **formal letter will be sent home**. The student will be on Attendance Report for a minimum of 10 working days.
- A continued pattern of non-attendance, such that attendance falls below 85%, will result in a **Stage 2 Attendance Meeting** with the Head of House and a parent/carer. A Pastoral Support Plan (PSP) will be put in place with targets and a **first Sixth Form Formal Written Warning** (formal written warning) issued to the student. Student will be on **Attendance Report** for a minimum of 20 working days on a warning to improve. There will be a discussion about future studies at the school. The key aim is to see attendance improving.
- If the attendance problem is not resolved, a **second Sixth Form Formal Written Warning** will be issued and a final **Stage 3 Attendance Meeting** with the Head of House, Director of Sixth Form Studies and a parent/carer will be arranged in which the student may be advised that they may not be entered for exams and to consider their future, with support from the school careers service. The student may be asked to leave the school.

## Summary

It is intended that this policy makes clear the school's expectations of Sixth Form students and the consequences of poor attendance and punctuality. We (students, parents/carers and staff) want the same success for all our A level students to allow them to move on to the next stage in their lives on leaving Spalding Grammar School. It is not our intention to exclude students from the school without having explored all possible means for them to succeed. It is hoped that the implementation of a clear transparent policy will avoid the ultimate consequence having to be invoked. We will continue to work positively with the students and continue to enjoy the support of parents/carers in achieving the best outcomes for the students.