

PINNER

HIGH SCHOOL

Policy	Sixth Form Attendance Policy
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Reviewed By	Amy Wild - Attendance Lead
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Approved By	Head of Sixth Form
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Statutory/Non Statutory	Non Statutory
Website/Non Website	Website

Sixth Form Attendance Policy

Pinner High School takes 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. If students are granted the privilege of studying at home, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least 95% 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.

Pinner High School will strive to provide a welcoming, caring environment, whereby each member of the community feels wanted and secure. All staff will work with students and their families to ensure each student attends school regularly and punctually. The school will establish 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 pupils who give low priority to attendance and punctuality.

To meet these objectives, we will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

Our Sixth Form policy for attendance aims to:

- Ensure the overall attendance percentage of students is above 95%.
- Make attendance and punctuality a priority for all those associated with the school.
- Provide support, advice and guidance to parents and students on improving attendance and punctuality.
- Develop a systematic approach to gathering, analysing and acting upon attendance-related data.
- Further develop positive and consistent communication between home and school.
- Implement a system of rewards and sanctions.
- Recognise the needs and support of individual students when discussing absence.

What the school expects of students:

- Attend regularly, on time and ready to learn.
- Attend registration and **all** timetabled lessons.
- To sign in and out on Inventory when arriving and leaving the school site.

- Make every effort to make dental/medical appointments outside of school hours and where this is unavoidable only take reasonable time off to attend the appointment.
- Inform the Sixth Form administration team if they need to leave early or will be absent from school for a full/half day (this is typically for hospital appointments and university interviews etc.)
- Inform your subject teachers if you will be absent from your lessons and ensure you have caught up on all required work.

What the school expects of parents/carers:

- To fulfill their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day.
- To contact school before 9am on the first day their child is absent for any reason and then on all subsequent days.
- 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 work collaboratively and positively with school, supporting the desire for attendance above 95%.
- To provide evidence to support absence such as an appointment card/letter.

What parents/carers and pupils can expect from school:

- A Sixth form 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/carers.

Absences

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

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has an **emergency** doctors or dental appointment
 - A day of religious observance by the religious body to which the pupil's parent/carer belongs (as evidenced in the SACRE calendar)
- 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 - authorised days will be limited to 3 per student and only if attendance is meeting expectations.

If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence. This could include doctor appointment cards, letters or hospital referrals.

Holidays

Government legislation does not permit parents/carers 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/carers wishing to apply for exceptional circumstances must email the Sixth Form administration team with this request. Upon receipt of this request, a decision will be made, (the Head teacher's decision is final), and parents/carers will be notified either in writing/or verbally of our decision, course of action and how the absence will be recorded on our system.

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 and out via Inventory each time they leave the building throughout the day. Students should give accurate reasons as to their absence when signing in. It is the responsibility of the students to do so e.g. for Year 13's studying at home during free periods they should sign in with 'studying offsite'.

Procedures for cancelled lessons

Sixth Form lessons will not be covered should a lesson need to be cancelled due to staff absence. In this instance, students must register for the lesson in their normal classroom and it is their responsibility to ensure they have done this with the relevant member of staff. If students fail to register for a lesson, this will be logged and sanctioned as truancy. In instances of staff absence, the teacher will post work in the Google Classroom for the students to access. It is then their responsibility to complete the set work as instructed in one of the sixth form study areas provided. Students are not permitted to leave site during unplanned staff absences for safeguarding reasons. Where parents believe students to be onsite, and where we are not able to communicate this in advance, then students must remain on site and under the care of the school.

Planned absence - If a staff member is aware that they will be absent and is able to inform students in advance, this will be communicated to parents via an email from the Sixth Form administration team. In this instance, students are permitted to go home or to remain at home to complete the set work.

Unexplained absence procedures

We are keen to identify attendance concerns at the earliest opportunity to give parents/carers, students and the school the ability to intervene early and prevent further decline.

If a student is absent from school and we have received no communication from the parent/carer we will contact home via email to request a reason. A reply is requested stating the reason for the students' absence to enable attendance records to be updated; if no reply is

received after 48 hours, this will be recorded as an unauthorised absence. A member of the attendance team will also endeavour to follow up any unreported absences via a telephone call.

Attendance should remain at 95% or higher for the duration of the academic year.

Attendance Intervention Process

Tier 1 - Attendance between 95% and 90% - Tutor and Head of Sixth Form to monitor

Students will be monitored through mentoring meetings by their tutor and Sixth Form Team. Parents will be informed of concerns via a letter home.

Tier 2 – Attendance between 90 and 80%

Students will be requested to attend a directed meeting with a member of the Sixth Form Team.

This meeting is an opportunity to discuss in detail the issues/barriers that are impacting attendance to school. A letter will be sent to parents/carers informing them that this meeting has taken place.

Tier 3 - Attendance below 80%

Parental meeting facilitated by the Head of Sixth Form and student/parent signed attendance contract.

Contact will be made with parents/carers of the student informing them of the situation and inviting them into school for a meeting with the Head of Sixth Form where we will address the main issues and agree targets and support actions to help improve your child's attendance.

An Attendance Concern Record will be issued and action points put into place that are agreed by the Head of Sixth Form, attendance team and the student.

The students may have some self study allowances revoked in order to support their progress and improve their attendance. This will be monitored by the Head of Sixth Form.

We will monitor and review your child's attendance over the following term to identify any significant improvement in their attendance. If this has been achieved then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous attendance meeting.

Tier 4 - Attendance falls below 80% or no improvement through tiered intervention as above.

Where attendance falls well below expected levels, or where no improvement is seen, the school will decide upon the following measures:

- Possible request to leave Sixth Form if the student is persistently absent from school and refuses to engage in intervention procedures.
- Students in Year 12 may not be able to progress into Year 13

- The school is unable to enter students for examinations/complete UCAS references due to lack of sufficient evidence of academic performance. Where the school is willing to enter students for exams, parents may be asked to cover the cost of these exam entries if attendance has fallen below expected levels.

Appropriate disciplinary proceedings will be decided by the Head of Sixth Form. Parents/Carers of the student will be involved in the process.

Please sign and return the Attendance Contract below.

Sixth Form Attendance Contract

Student Name:

Form:

Parental Contact (name, number and email address) - to be used in the instance of addressing attendance concerns:

I confirm that I have read and understood the Sixth Form Attendance contract

I understand the schools expectations to maintain an attendance percentage of above 96%

I understand the actions which may occur as a result of falling attendance, or failure to engage with attendance interventions

Please sign:

Student: _____

Parent: _____

