



## Sixth Form Attendance Policy 2020-2021

### Rationale

This attendance policy has been drawn up to clarify expectations of students in post 16 education at Ormiston Bolingbroke Academy Sixth Form.

High levels of attendance and excellent punctuality are both characteristics of students who achieve above or in-line with their potential. Research shows poor attendance and punctuality has a serious detrimental effect on outcomes. Attendance falling below 96% has been shown to result in an average reduction of one grade at A level/Level 3 per subject and this increases to two grades when attendance falls below 90%.

One of our strategic objectives is to reduce to zero the number of students whose attendance drops below 90%. Our attendance target is currently set at an aspirational level of 90%.

### Expectations

- It is an expectation that all post 16 students maintain a cumulative rate of attendance at 96% or above.
- Students are expected to attend all lessons fully during the school day from 8.30am to 3.00pm **including tutor sessions**
- Students are expected to attend tutor time when allocated and any meetings deemed necessary by the Sixth Form Team, Form Tutor or Subject Teacher.
- Students are expected to attend Sixth Form assemblies.
- Students are expected to use their study periods to work independently either in the Study room, Library or other breakout spaces available.

### Responsibilities

- Subject teachers are required to complete an electronic register for each lesson through SIMS.
- Subject teachers are also responsible for alerting the Sixth Form Team if they seem problematic patterns of attendance emerging within their subject area.
- The Sixth Form Team are responsible for monitoring attendance patterns within the sixth form and putting actions into place to encourage better attendance.
- The Sixth Form operates computerised registration using SIMS which enables lesson registers to be stored and analysed and sophisticated reports at individual, student, group, year or sixth form level to be quickly generated. The Sixth Form Attendance Officer is then able to use this information to follow up on lateness and unexplained absence with parents and carers and alert the sixth form team of issues arising for further action.
- **Parents / Carers have a joint responsibility** to ensure that their child attends the Sixth Form as required and on time.
- Students themselves must ultimately accept a high degree of responsibility for their punctuality and attendance. Students must arrive punctual to all sessions where their attendance is required.
- Where the teacher is absent the student must follow the correct procedures set out for staff absence.





## Procedures

### Student Absence:

- Students or their parent/carer should inform the sixth form by phone on the first day of absence ill, by 8.30am. On return to the Sixth Form, an absence letter should be provided to account for all the days of absence.
- If an absence is planned for a known reason in advance (see below) then the student or parent/carer should inform Sixth Form Attendance beforehand, in writing using the absence request form.

### Staff Absence:

- When a member of staff is absent and no cover is provided the work set for that lesson is left with the Head of Faculty or given directly to the students in advance.
- In either of the above cases students must register at the lesson time with the Sixth Form Attendance before completing set work in the study room.

### 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.
- Students can take days absence to attend Open Days at universities but are encouraged to visit at weekends wherever possible. The sixth Form Attendance 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 the Sixth Form Attendance in advance.
- Students should not make routine doctors, dental or other appointments during the school day. This includes driving lessons.
- **Under no circumstances should students undertake paid part time work during the school day** and are advised to limit part time work to 10 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 the Sixth Form team.

### Protocols

- If there has been no contact by 8:30am on the first day of absence parents/carers will receive a phone call from sixth form advising them their son/daughter is absent.
- Absence for holidays will be marked as unauthorised in all circumstances unless approved by the Head of Sixth Form or Principal
- Absence for appropriate agreed reasons as outlined above will be coded accordingly and considered 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 SIMS 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 Sixth Form Attendance.
- 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 Sixth Form Attendance who will liaise with the Sixth Form Leader 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**

- SIMS registers are always taken at the beginning of each session and students arriving after this time will be recorded as late and have the minutes late recorded electronically.
- If punctuality is poor the student will have an initial verbal warning from their Tutor.
- If there is regular pattern of continued poor punctuality a formal meeting will be called between the Sixth Form Leadership, the student and their parent/carer.
- If there is still no improvement a final written warning will be issued and the student may be asked to leave the Sixth Form.

# Sixth Form Attendance Support Plan



## Stage 1 – Universal Offer

- Sixth form attendance clubs tracking
- Bursary for good attendance for eligible students
- Weekly tutorial session with attendance focus
- Attendance tracker updated weekly (tutor tracker)
- Student/parent contact for every absence
- Lesson attendance tracker
- Regular rewards/praise
- Half termly sixth form RAP meetings to discuss student progress holistically
- Students with below 96% attendance in year 11 placed on attendance contract when taking up sixth form place

## Stage 2 – Attendance falls below 96%

- Weekly data distributed to tutors
- Tutors to monitor student's attendance, Tutor to hold meeting
- Tutor to contact home to inform parents students attendance has dropped below target

## Stage 3 – Attendance falls below 94%

- Tutor to contact home, place student on attendance contract
- Attendance questionnaire completed

If attendance does not improve:

- 4-week attendance target with attendance officer
- Attendance officer to hold parental meeting and initiate attendance support plan

## Stage 4 – Attendance falls below 90%

- HOY to meet with student & parents to complete Attendance support meeting & contract
- HOY to place on attendance contract to them
- 96% Attendance target – 4 weeks to HOY
- Team around the child meeting to create personalised A3 action plan including barriers to learning
- AP Sixth form to send out Attendance warning letter re place at sixth form

## Stage 5 – Attendance falls below 85%

- Attendance panel with AP Sixth form/Vice Principal
- Formal warning for removal of place at sixth form
- 4-week attendance target with AP Sixth form with contact to 14-19 Authority team



## **Summary**

It is intended that this policy makes clear the Academy expectations of post 16 students at Ormiston Bolingbroke Academy 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 Ormiston Bolingbroke Academy. It is not our intention to exclude students from the sixth form 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.