

E-ACT Sixth Form Attendance Expectations

Rationale

Ousedale Sixth Form has high expectations of student attendance and punctuality. Excellent attendance is an essential part of outstanding academic performance and pastoral care.

The academy expects attendance to be 100% over the course of the year. Failure to achieve this level of attendance puts your child's place in the Sixth Form at risk and will have a detrimental impact on future exam results. Studies show that on average, students drop a grade for every 10% of school lessons missed over the course of a year.

Expectations

All students are expected to attend all lessons and arrive on time.

We recognise good attendance through our Sixth Form rewards. Attendance awards will be awarded each term. Students are expected to arrive for an 8.40am start.

Form tutors will take registers promptly each morning. In addition to timetabled lessons, students have timetabled study periods in the Sixth Form study centre for independent study. In year 13, students can sign out after period 4 if they do not have a lesson. This is based on criteria surrounding progress, attendance, punctuality and behaviour. We expect students to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting attendance expectations or work commitments. In such cases, students will be scheduled to attend mandatory study sessions where they will have to sign in at the private study area.

Registers

Registers are taken at the start of every timetabled lesson.

Absence Procedure

We are aware that there may be the rare occasions where a student may miss lessons due to genuine illness or other extenuating circumstances. In such circumstances, students must follow the absence procedures below or this may be classed as an unauthorised absence, affecting their percentage attendance.

In the event of an unforeseen absence, for example, illness, a parent/carer must contact the Sixth Form before 9am by ringing 01908 210203 or sending an email to emma.hough@ousedale.org.uk, stating the name of the student and the reason for absence. This must be done for every day of an absence.

Medical evidence is required where a student is absent for longer than 5 days due to illness or due to persistent absences. Students who feel unwell whilst in Sixth Form must report to the Health Coordinator, where students will remain whilst a member of staff contacts parent(s)/carer(s).

In the first instance Mrs Hough must be notified in advance of any planned absence and evidence must be provided. Further to this, students are also expected to inform their subject teachers in advance of a planned absence due to a scheduled appointment.

Authorised Absences (Only if the academy is notified in advance)

- A hospital appointment
- Visit to a university to attend an open day or interview
- A career related interview or audition
- Practical driving test
- Religious Holidays

Students must arrange routine medical or dental appointments out of academy hours. All other appointments e.g. driving lessons must be made out of academy hours. An appointment letter must be presented for any of the above.

Unauthorised Absences

- Holidays in term time
- Part time or full time work that is not part of the student's study programme
- Birthdays or similar celebrations
- Looking after younger siblings
- Driving lessons
- Driving Theory test
- Failure to attend compulsory events organised within the Sixth Form, even if these events are organised during periods when you are not in a timetabled lesson

Whatever the reason for absence, it is the student's responsibility to complete work missed as quickly as possible. Students will be supported by staff following a period of absence, however, if a student does not take steps to catch up with missed work they may face consequences in line with the Behaviour Policy.

Part-time work

Students **must not** undertake part time work during the academy day. National studies have shown that more than 10 hours of paid work a week results in students dropping at least a grade at A Level. Students must not allow part-time employment to affect their studies or attendance. Any such employment must not be undertaken during academy hours.

Signing In and Out

It is a legal requirement that we know who is in the school building at all times. Students who are permitted to sign out in year 13 must do so at main reception. For health and safety reasons, and for fire regulations, it is vital that Sixth Form has accurate records of the students in the building. Students choosing not to follow expectations may put their Sixth Form place at risk.

Unexplained Absence Process

We will identify attendance concerns at the earliest opportunity. This will allow the Sixth Form team and parents/carers to intervene early and to prevent further decline. If a student is absent from Sixth Form, and we have received no communication from a parent/carer, a text message will be sent to the main parental/carer requesting reason for student's absence. If no communication is received, a phone-call/letter/email detailing any unexplained absences will be sent to the parent/carers as per the academy graduated response to attendance.

Cause for Concern Process

Attendance letters are sent to parent/carers of any student whose attendance falls below 97%. If these early notifications do not lead to improved attendance the student will be dealt with in line with the academy's graduated response. This is intended to offer support to students in ensuring they meet the expectations of the Sixth Form and subsequently increase their opportunities to achieve.

Students whose unauthorised absence is greater than 10% may be withdrawn from examination entries and may be charged for the examination entry fee.

Refer to Appendix 1 (on next page) for Academy's Graduated Response to Attendance.

Sixth Form Graduated Response to Attendance 24/25

Important to note: The graduated response below is a formal arrangement. This is in addition to, class teachers, SLT and parents/carers daily conversations and knowledge/understanding of the process.

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	Inclusion in termly attendance incentives Attendance recognition certificates Improved attendance recognition
97%-98.9%	Some learning opportunities are being missed	<p>Sixth form team to discuss students attendance with them. Notifying them that their attendance has now fallen below 98% and discuss reasons for absence.</p> <p>Text message to be sent to parent/carers notifying them of their child accumulating 2% unauthorised absence. <u>Log first day call on CPOMs.</u></p> <p>Sixth form team to conduct early help assessment of needs to identify causes of unauthorised absence for students with 4% unauthorised absence. Log on CPOMs.</p>
94-96.9%	Risk of underachievement	<p>Letter 1 to be sent to parents/carers of students with 5% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Sixth form team to develop an attendance support plan with student and parent/carer and set targets for students with unauthorised absence of 5%. <u>Log on CPOMs.</u></p> <p><i>In the absence of parents/carers attending, meeting will be held with the student and minutes from the meeting sent home and logged on CPOMs.</i></p>
91-93.9%	High risk of underachievement	<p>Letter 2 to be sent to parents/carers of students with 8% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Head of Sixth Form develops an attendance improvement plan with student and parent/carer for students with unauthorised absence of 8% or more. <u>Log on CPOMs.</u></p> <p><i>In the absence of parents/carers attending, meeting will be held with the student and minutes from the meeting sent home and logged on CPOMs.</i></p>
Under 90.9%	Severe risk of underachievement	<p>Letter 3 -PA Letter to be sent to parents/carers of students with more than 10% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Formal warning notice issued. <u>Log on CPOMs</u></p> <p>If no sustained improvement, student will be asked to leave the Sixth Form with immediate effect.</p>