



**THE ECCLESBOURNE SCHOOL**

Learning Together for the Future

## Sixth Form Attendance Policy

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September 2024

This policy is to make clear the Sixth Form expectation of attendance and behaviour for all students attending post 16 education at the Ecclesbourne School.

# Sixth Form Attendance Policy

At Ecclesbourne school attendance is vital to success. This policy outlines expectations of students when joining us in Sixth Form.

All post 16 courses are intensive, and attendance is pivotal for success. It also allows students to be able to fully immerse themselves in the opportunities that we provide which gives them a fully rounded experience as Advanced level students and prepares them for the world beyond school.

Research shows that poor attendance and punctuality has a serious effect on the outcomes for students. Attendance below 95% has been shown to result in an average reduction of one grade at A level per subject.

Sixth Form students should strive to achieve consistently good attendance and punctuality. Success beyond school relies upon these attributes and forms an important part of references to both Universities and places of work.

The school celebrates attendance each term and we will challenge the behaviour of student and parents who give a low priority to attendance and punctuality.

## Partnership

### What the school expects of students

- Attend school full time, on time and ready to learn
- Attend registration, tutor time and wellbeing
- To Sign in on the Entry Sign terminal at Student Reception before going to lesson if they arrive after registration time.
- To tell a member of Sixth Form staff if there is any problem which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours.
- Complete an absence request form if they need to leave early or will be absent from school for a half/full day.

### What the school expects from parents/carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school on the first day their child is absent, before 9.00am (telephone 01332 840345) to report the reason for absence. Alternatively, they can email [sfadmin@ecclesbourne.derbyshire.sch.uk](mailto:sfadmin@ecclesbourne.derbyshire.sch.uk) Daily contact will be required for all subsequent days.

- To avoid taking holidays in term time
- To speak to relevant members of Sixth Form staff if they know of any problem which may prevent their child from attending school
- To provide evidence to support absence such as an appointment card/letter, a copy of a prescription slips with name and date visible or medication packaging with name and date visible. Alternatively, if none of the above are available a note, signed by the parent/carer, school explaining the reason for absence.

### **What the parents/carers and pupils can expect from the 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. All absences will be followed up. Parents will be alerted through the school's text message system if their child is absent without prior reasons provided. This will be followed by a call should we not hear back from you.
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers
- If a student fails to attend school for a period of four weeks, we will remove the student from our roll and inform the Local Authority and Derbyshire

### **Absences Acceptable reasons for being absent from school, set by the Department for Education:**

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has toothache and has an emergency appointment
- A day of religious observance by the religious body to which the pupil's parent/carer belongs
- The student is prevented from attending by an unavoidable cause
- There is a close family bereavement
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. These should be requested through completion of our excusal from lesson form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work.

- University and Employer Open Days – students may attend no more than two of these events in an academic year
- Work experience – requests for term-time leave for essential work experience (e.g., medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance.

### **Unacceptable reasons for keeping a child away from school are:**

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- Sleeping in
- One child is ill, so all are kept off school
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Adverse weather conditions
- They prefer to study at home

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.

### **Holidays and leave of absence**

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 need to complete a Request for Exceptional Term Time Leave form at least 20 school days prior to the absence and give to your child's Pastoral Manager. Upon receipt of a Request for Exceptional Term Time Leave a decision will be made, (the Headteachers 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. If this request is not agreed the absence will be recorded as unauthorised and you may receive a Holiday Penalty Notice (fine) from the Local Authority. A copy of this form can be downloaded on the school website or collected from the Sixth Form office,

## **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 each time they are late to school then sign out each time they leave the building throughout the day.

## **In-school procedures**

Student attendance will be monitored by Sixth Form staff to ensure that students, parents, and carers are kept informed of any concerns.

Students who fail to achieve a minimum of 95% attendance or those who are persistently late, will be entered into an Attendance Support Plan.

This is a five-stage plan. All four stages are identified to offer support to students in ensuring they meet the expectations of the Sixth Form and subsequently increase their opportunities to achieve.

We will do this by following the procedures outlined below.

### **Stage 1:**

#### **Cause for concern process**

Cause for concern letters will be sent home to parents/carers when attendance is below 95%. This early notification is intended to share our concerns with you and give you the opportunity to intervene/contact the school so that early support/intervention can be put in to place, if needed.

Head of Year will meet with the student to discuss in detail the issues/barriers that are impacting your child's attendance to school.

A letter will be sent to parents/carers informing you that this meeting has taken place. Attendance will be monitored closely for 5 weeks.

### **Stage 2:**

If attendance does not improve whilst the student is on stage 1 intervention, the student will enter stage 2. A further meeting will be arranged, and the student will be placed on attendance report. They will lose their privilege of leaving the site at lunchtime and early sign out when they have study periods period 5.

### **Stage 3:**

If still no improvement is seen whilst on stage 2 a letter will be sent to the parents/carers of the student informing them of the situation and inviting them into school for a meeting with the Head of Year where we will address the main issues and agree targets and support actions to help improve your child's attendance.

An Attendance Agreement will be issued, and action points put into place that are agreed by the Head of Year and the student. We will monitor and review your child's

attendance over the following weeks 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.

#### **Stage 4:**

##### **Head of Sixth Form Intervention**

Failure to meet the requirements set by the attendance agreement.

A letter will be sent to the parents/carers of the student informing them of the situation and inviting them to a meeting.

The offending student will be asked to meet with the Head of Sixth Form with parents/carers. The Education Welfare Officer (EWO) may also be invited.

A written warning will be issued if appropriate.

#### **Stage 5:**

##### **Senior Leadership/Head Teacher Intervention**

Continued failure to meet requirements of attendance agreement can lead to request to leave Sixth Form if student is persistently absent from school and refuses to engage in intervention procedures.

Appropriate disciplinary proceedings will be decided by the Head Teacher.

The parents/carers of the student will be involved in the process.

## Punctuality

It is important that students arrive on time for registration and all their lessons. Lateness to lessons will be recorded and monitored by the Sixth Form Team, who will enforce high standards of punctuality as follows:

If a student arrives late to a lesson (less than 10 minutes)	The student will be marked late (L) on the SIMS register and the number of minutes late will be recorded. Where this happens more than 3 times in any given week, the student will be required to 'catch up' the time missed in detention.
If a student arrives late to a lesson (more than 10 minutes)	The student will be marked late (L) on the SIMS register and the number of minutes late will be recorded. The student will be required to attend a punctuality detention lasting 30 minutes + the number of minutes they were late.
If a student exceeds 30 minutes late in a single week	Lateness will be recorded on the SIMS register(s), including the number of minutes late. The student will be required to attend a punctuality detention lasting 60 minutes + the number of minutes they were late. They will be expected to complete independent work.
If a student's punctuality is identified as a continued/ repeated concern	Following a meeting, the student will be placed on punctuality report for four school weeks. A formal letter will be sent home to notify parents / carers of the meeting and agreed targets
If a student's punctuality issues recur after punctuality report	A formal parental meeting will take place with the Head of Sixth Form to consider the student's further options. Unless there are exceptional and extenuating circumstances students (supported by evidence such as a letter from a GP) may be asked to consider whether Sixth Form is the right option for their progression. Students may be withdrawn from their courses and Y12 students may not be permitted to continue their studies in Year 13.

