



# ROUNDHAY SCHOOL

EST. 1903

Policy name: **Sixth Form Attendance Policy**

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Governor committee: **Pastoral and Staffing**

To be approved by: **Committee**

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Review date: **Autumn 2024**

Applicable to

**SIXTH FORM**

The senior leader responsible for the strategic approach to attendance in the Sixth Form is Sarah Billinge, Assistant Headteacher, Director of Sixth Form [sbillinge@roundhayschool.com](mailto:sbillinge@roundhayschool.com)

## Rationale

Students in the Sixth Form are given increased flexibility in their timetable to reflect the transition from compulsory school to Higher Education and/or employment.

Research from the DfE demonstrates that 'there is a clear link between poor attendance at school and lower academic achievement.' Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%.

This policy therefore reflects the need to prepare students for the expectations of working life whilst ensuring that we provide a framework to achieve positive outcomes. Furthermore, it clearly sets out our expectations of students, parents and how Roundhay Sixth Form will support, monitor and respond to poor attendance and punctuality.

## Expectations

All students sign a Learning Agreement at the start of each academic year, which additionally confirms that they have read the attendance policy summary in the Sixth Form Planner.

Students in the Sixth Form should maintain a cumulative attendance record of above 95% with the aspirational target of 97%.

All sessions on a student's timetable are compulsory and as such students are expected to attend **ALL** of these sessions; curricular subjects, supervised study, enrichment, registration, assemblies, and directed study. It is the responsibility of the student to catch up on any work missed as a result of absence.

Registers will close after the late bell, which is 2 minutes after the start of the lesson. Students who arrive after this time will be marked late. Lesson times can be found in the Sixth Form Planner.

## Attendance concessions

Students should arrive in sufficient time for their first session – either a subject lesson or registration. Students are permitted to leave before the end of the normal school day, once lessons have finished, or between lessons during the day.

**If a student wishes to leave school due to feeling unwell, they MUST sign out at the Sixth Form Office and a parent/carer will be contacted to authorise this.**

## Reporting Absence

Attendance is monitored by **Miss Williams, Sixth Form Attendance Officer.**

All absence should be reported to Miss Williams by either telephoning the absence line 0113 393 1202 or emailing [sixthform@roundhayschool.com](mailto:sixthform@roundhayschool.com)

**All absence, both foreseen and unforeseen, must be communicated by a parent/carer.**

For absence that cannot be foreseen, **this should be notified on EACH day of absence before 8.30am.**

Authorised Absence (please note this is not a definitive list):

- Illness - medical certificate will be required for 7 or more consecutive days (including weekends) or where absence is a greater concern
- A hospital appointment (evidence will be required)
- Emergency Medical Care
- Court Attendance
- Religious observance (max 2 days per year)
- Funeral
- Difficult family issues
- Open Days

Unauthorised Absence (please note this is not a definitive list):

- Term time holiday
- Driving lesson
- Routine doctor/dentist appointment
- Interview for casual employment
- Part time job

## Communicating Absence

In the Sixth Form absence is reported on an individual lesson basis. If a student is absent when the register is taken, and we have been given no reason for this absence, this will be communicated daily by text to students/parents. Absence texts are sent during period 1/2, 3/4 and at the end of the school day.

We would ask that a parent/carer responds promptly to any absence text with the reason for absence. If a reason for absence hasn't been provided and we are unable to establish the reason after 5 working days this absence will be recorded as unauthorised.

## Monitoring

A student's attendance record will be communicated to students and parents/carers each half term by email. This will provide a summary of sessions missed that half term, in addition to their cumulative % lesson attendance. In the Sixth Form we celebrate those students who maintain the very best attendance each term; through for example celebratory breakfasts and prize draws.

Where a pattern of absence is at risk of becoming, or becomes, problematic we will respond as set out in the stages below. During this process we will listen to and understand the barriers to attendance that the student/family is experiencing and agree actions or interventions to address

these barriers. Where the barriers are outside of the school's control, our aim is to work together to support students/parents/carers and may include referrals to services and organisations that can provide additional support.

Ultimately, a poor record of attendance may lead to the withdrawal of attendance concessions, exam entries and finally a place within the Sixth Form being reviewed.

**Stage 1 - Occasional absence - this will include:**

- Informal conversation between student and the Sixth Form Attendance Officer
- Parents/carers informed

**Stage 2 - Recurrent absence - this will include:**

- Meeting with the Sixth Form Attendance Officer, student and parents/carers
- Action plan discussed
- Agreed monitoring period will follow

**Stage 3 - Persistent absence - this will include:**

- Meeting with Head of Year, student and parents/carers
- Contract put in place
- Agreed monitoring period will follow

**Stage 4 - Continued persistent absence - this will include:**

- Meeting with Director of Sixth Form, student and parents/carers
- Contract and agreed monitoring period will follow
- Formal written warning
- Review of Sixth Form place

**Stage 5 - Review of Sixth Form place:**

If, despite all intervention, no improvement is seen a student may be asked to leave the Sixth Form. All factors will be considered before this decision is made and a Headteacher/Governor panel will review this decision.

Where necessary advice is sought from the CME (Children Missing in Education) Team.

### **Vulnerable Students**

Where students identified as vulnerable are not present in a lesson this is followed up immediately. The parent/carer is contacted to check on their whereabouts and followed up as necessary with the safeguarding officer.

### **Home Visits**

If a student does not attend school for more than 3 consecutive days and no contact can be made with parent/carer a home visit will take place.

## Extra Study

**Extra-study is a 50-minute study session that takes place after school on set days. If a student is required to attend Extra-study, they will be notified in advance by the Attendance Officer. A student will be expected to attend Extra-study for one of the following reasons:**

- Lateness to lessons three or more times in one week
- Absence to Enrichment (unless a student has an authorised absence for the entire day)
- Absence to more than 1 registration

**If a student fails to attend Extra-study without prior agreement, they will escalate up the appropriate Punctuality/Attendance Policy.**

## Punctuality

Where concerns regarding punctuality continue, these will be addressed as follows:

**Stage 1 - A student is in Extra Study twice within a half term – this will include**

- Informal conversation with student and the Sixth Form Attendance Officer
- Parents/carers informed

**Stage 2 - A student is in Extra Study three times within a half term OR fails to attend the missed Extra Study session – this will include:**

- Meeting with Sixth Form Attendance Officer, student and parents/carers
- Punctuality report

**Stage 3 - Punctuality does not improve following stage 2 report - this will include:**

- Meeting with Head of Year, student and parents/carers
- Contract and agreed monitoring period will follow

**Stage 4 - Punctuality does not improve following contract – this will include:**

- Meeting with Director of Sixth Form, student and parents/carers
- Contract and agreed monitoring period will follow
- Formal written warning
- Review of Sixth Form place

**Stage 5 - Review of Sixth Form Place – this will include:**

If, despite all intervention, no improvement is seen a student may be asked to leave the Sixth Form. All factors will be considered before this decision is made and a Headteacher/Governor panel will review this decision.