



# ROUNDHAY SCHOOL

EST. 1903

Policy name: **Sixth Form Attendance Policy**

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Governor committee: **Pastoral and Staffing**

To be approved by: **Committee**

Date approved: **July 2019**

Review date: **Summer Term 2020**

Applicable to

**SIXTH FORM**

## 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 monitor and respond to poor attendance and punctuality.

## Expectations

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

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

Students are expected to attend ALL sessions on their timetable including: curricular subjects, supervised study, enrichment, registration, assemblies, and tutorials. It is the responsibility of the student to catch up on any work missed as a result of absence.

## Attendance concessions

Other than on registration/assembly day, students should arrive in sufficient time for their first lesson. 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 will be contacted to authorise this.

## Reporting Absence

Attendance is monitored by **Mrs Pannell, Sixth Form Attendance Officer.**

To report an absence please telephone the absence line 0113 393 1202 or email [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 (A medical certificate will be required for 10 or more consecutive days)
- A hospital medical appointment (evidence may be needed)
- Emergency Medical Care
- Court Attendance
- Religious observance
- 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

## Monitoring

A student's attendance record will be communicated to them 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.

A poor record of attendance may lead to the withdrawal of attendance concessions, exam entries and ultimately your place within the Sixth Form being reviewed.

Where attendance concerns arise, these will be addressed as follows:

### **Stage 1 - Occasional Absence**

- Informal conversation with Sixth Form Attendance Officer and/or Form Tutor
- Parents/carers informed

### **Stage 2 - Recurrent Absence**

- Formal conversation with Sixth Form Attendance Officer (may also include HoY if concerns outside of attendance are to be discussed)
- Meeting held with parents/carers and absence record formally discussed
- Action plan discussed
- 3 week monitoring period will follow

### **Stage 3 - Persistent Absence**

- Meeting with Head of Year and parents/carers
- Contract put in place

### **Stage 4 - Continued Persistent Absence**

- Meeting with Director of Sixth Form and parents/carers
- 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.

## **Punctuality**

Where a student is late to lessons three or more times in a week, they will be required to attend Extra Study on Wednesday lesson 6. Any students genuinely unable to attend this session must attend on Thursday at 3pm.

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

### **Stage 1 - Student is in Extra Study twice within a half term**

- Email is sent to both students and parents by the Attendance Officer.

### **Stage 2 – Student is in Extra Study three times within a half term OR fail to attend the Thursday Extra Study**

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

### **Stage 3 – Punctuality does not improve following stage 2 report**

- Meeting with HoY and parents/carers
- Contract

### **Stage 4 – Punctuality does not improve following contract**

- Meeting with Director of Sixth Form and parents/carers
- 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.

Sarah Billinge  
June 2019