



## **Kings Norton Sixth Form Attendance Policy**

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### **PURPOSE**

The purpose of this policy is to provide clear guidance to students, staff, parents/carers and other stakeholders about the expectations of the school with regard to attendance and punctuality. Kings Norton Sixth Form takes attendance very seriously, good school attendance plays an essential part in academic development for post 16 students.

### **PRACTICE**

Sixth form students should strive to achieve consistently good attendance. It is expected that student's attendance is at least 95%.

Students must attend tutor time on-time each morning. Students are expected to attend all lessons punctually. Students should make every effort to make medical/dental appointments out of school hours; if this is unavoidable then they must contact the 6<sup>th</sup> Form Administrator and complete the relevant form with as much notice as possible along with relevant evidence. Driving lessons and paid work should not be organised during school hours.

School should be contacted by a parent, carer or guardian on each day of the student absence (or where part of a day is to be missed) and before 8:30am, by telephone on 0121 675 8201. Upon return to the Sixth Form, students will be expected to collect and catch up on any work that was missed.

From the second half term in Autumn, in Year 12, most students are granted the privilege of studying off site during their non-contact periods; we expect them to spend this time studying. This privilege may be delayed or withdrawn if a student is

not meeting their work commitments, has poor attendance or behaviour or fails to meet the signing in/out requirements.

Punctuality is also highly important and it is expected that students arrive at all lessons and tutor time on time. Punctuality is managed through the 6<sup>th</sup> form Behaviour for Learning Policy

***Holidays during term time will NOT be authorised and the Request for Term Time absence form must be completed and sent to Headteacher***

### **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 enter the building after morning registration and then sign out each time they leave the building prior to the end of the school day, stating the time and destination. Failure to do so will result in the removal of the privilege to leave the school site during the day. Students must take personal responsibility for signing in/out and are not permitted to do it on behalf of someone else.

### **Kings Norton Sixth Form Attendance and Punctuality Stages**

Attendance and punctuality to lessons is monitored closely. Where a student is absent and no contact has been made by parents/carers, parents/carers will be contacted by 11am. Any absence from lessons during a day when a student is in school will be treated as truancy and permission to leave school during the day will be withdrawn.

Attendance will be monitored in the first half-term of the school year and issues addressed by the Head of Sixth Form and Form Tutors where necessary. The stage system will commence from the beginning of the second half-term. Attendance data will be reported and reviewed by Head of Sixth Form and Leadership link every 4 weeks.

Attendance to form is an integral part of the support offered at Kings Norton Girls' Sixth Form. It is during this time that students are provided with a PHSE sessions and information about Post 18. Lateness to form and lessons will monitored weekly and where a student is late three times or more in one week they will be required to attend a supervised catch-up session during the following week. Failure to attend the catch up session will result in attendance to an additional P5.

### **Poor attendance due to medical or exceptional circumstances**

Where poor attendance is due to prolonged illness or medical need the Head of Sixth Form will work with parents/carers, students and staff to meet their needs. The student will not go through the stages specified. Over a period of time the following may be considered:

- Provision of work for the student to complete out of school
- Pastoral Support Intervention

- Adjustments to curriculum studied
- Resitting a year
- Advice on alternative and more suitable provision

## Attendance Stages

### **Stage 1: Form Tutor Intervention**

Attendance < 95%

FT discusses issue and solutions and logs intervention on SIMS (information only)



### **Stage 2: Head of Sixth Form Intervention**

Attendance < 92% or declined since stage 1

Student meets with Ho6th and receives attendance letter 1 (linked on SIMS) copy of letter sent to parent/carer



### **Stage 3: Head of Sixth Form Intervention**

Attendance < 90% or declined since stage 2

Ho6th calls parents/ carers and meets with student. Attendance letter 2 issued (linked on SIMS). Letter details improvement plan. Additional period 5 allocated and reviewed after 4 weeks.



### **Stage 4: Head of Sixth Form Intervention**

Attendance has declined since stage 3

Ho6th meets face-to-face with parents/ carers. Attendance letter 3 issued (linked on SIMS). Letter details improvement plan and consequences of not improving. Signing in/ out withdrawn.



### **Stage 5: Senior Leadership Intervention**

Attendance has declined since stage 4

SLT link meets with parents/ carers. Attendance letter 4 issued (linked on SIMS). Advised that alternative placement may be required.



### **Stage 6: Senior Leadership Intervention**

Attendance has declined since stage 5

Advised and guided in seeking an alternative placement. Non-entry for some or all exams.