

## SIXTH FORM ATTENDANCE PROCEDURE

### Introduction:

The Sixth Form at Royal Alexandra and Albert School is committed to ensure that every student has the opportunity to discover their talents and develop to their full potential. In order to support this, we have clear expectations of students regarding their attendance and punctuality.

### Expectations:

- Sixth Form students will aim to have at least **95% attendance**
- Sixth Form students are expected to attend all daily tutor times at 8.30am
- Sixth Form students are expected to attend all timetabled lessons including Senior Games on a Wednesday afternoon and the Friday lecture programme on time and ready to learn.
- Sixth Form students are expected to make effective use of their study periods working independently either in Sunley, or with permission, their boarding house.

### Authorised Absence:

Sixth Form students may be allowed permission to have a pre-determined number of days off school for a variety of circumstances. These will be authorised either by the Head of Sixth Form or a student's respective Head of Year and will be examined on an individual basis. Sixth Form students will need to complete a **pre-absence form** when applying for an authorised absence.

- University Open Day visits – 3 days
- Driving test (practical) – ½ day
- Driving test (theory) – ½ day
- Medical appointments – where circumstances dictate though these should be made outside lesson time.
- Other individual circumstances approved by the Sixth Form team.

**If an absence cannot be foreseen, Mrs Sadler, Sixth Form Admin must be informed on the day of the absence.** This should be done by emailing [sixthformadmin@gatton-park.org.uk](mailto:sixthformadmin@gatton-park.org.uk) or telephoning 01737 649174 before 8.30am. Please include student name, expected length of absence and reason for absence.

On return to school the student should bring a letter from their parent/guardian confirming the absence for those days. The Sixth Form student's from tutor should receive this within 48 hours.

Please note that any absence of longer than five school days is expected to be supported with a medical note in the case of illness before the absence will be authorised.

**Unauthorised Absence:**

The following reasons for absence will not be authorised:

- Driving lessons
- Studying at home outside any school allocated time
- Holidays (see below)
- Other activities not deemed appropriate by the Sixth Form team.

**Term Time Absence:**

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

**Punctuality:**

**School begins each day at 8.30am with a tutor time session.** Sixth Form students are expected to attend these sessions as well as all other timetabled lessons on time. If a student is late, they should immediately go to their tutor time/lesson and apologise to their teacher, giving a clear reason for their lateness.

If a Sixth Form student is late more than twice in one week, without a valid reason, they will be required to sit a **late detention run on a Saturday morning at 8am** by the Head of Sixth Form. If a Sixth Form student is placed in more than 3 late detentions during the academic year they will be placed in a **Senior Leadership Detention on a Friday from 4-5pm** run by the member of SLT on duty that day. The student will also be placed upon an Attendance report so that their attendance can be more closely monitored.

An email will be sent home to parents/guardians by the Sixth Form team if their son/daughter has been placed in a late detention.

**Signing out Procedures:**

If students have permission to leave school site by the Head of Sixth Form, they **must** adhere to the signing out/in system. It is absolutely essential we have an accurate record of which students are on/off school site. A signing out folder is located in the bottom of the stairwell in Sunley and this must be used whenever a student is to go off site or returns to the site. These records are vital in the event of a fire alarm. Failure to adhere to this may well result in the Sixth Form student being placed on an attendance report.

**Monitoring Attendance:**

Sixth Form students' weekly attendance and punctuality is monitored by the Sixth Form tutor and the Sixth Form team in conjunction with the school's attendance officer.

A staged intervention process will be adopted in instances where a Sixth Form student's attendance levels drop below 90% or where they have been placed upon a Senior Leadership Detention for consistent lateness.

The following staged approach will be taken:

STAGE	INTERVENTION	CONTACT WITH PARENTS	WHO?
<b>Stage 1</b>	<ul style="list-style-type: none"> <li>Tutor warning and implementation of tutor Attendance Report (Maximum 2 week in duration)</li> <li>Students to report to tutor at start and end of day for support and to discuss</li> </ul>	<ul style="list-style-type: none"> <li>Sixth form admin to oversee Letter to be sent to parents</li> <li>Head of Year informed</li> </ul>	<ul style="list-style-type: none"> <li>Sixth form admin</li> <li>Tutor</li> </ul>
<b>Stage 2</b>	<ul style="list-style-type: none"> <li>Discussion of attendance and punctuality with Head of Year</li> <li>Yellow report issued for Attendance</li> <li>Student to report to Head of Year at start and end of day for support and to discuss</li> </ul>	<ul style="list-style-type: none"> <li>Letter to be sent to parents from Head of Year</li> <li>Head of Sixth Form informed</li> </ul>	<ul style="list-style-type: none"> <li>Head of Year</li> </ul>
<b>Stage 3</b>	<ul style="list-style-type: none"> <li>Discussion with Head of Sixth Form</li> <li>Red report issued for Attendance. Targets set by Head of Sixth Form (Maximum 3 week in duration)</li> <li>Study periods taken in a designated area and supervised by Head of Year/Head of Sixth Form</li> <li>Student to report to Head of Sixth Form before tutor and at the end of each day</li> </ul>	<ul style="list-style-type: none"> <li>Letter to be sent to parents from Head of Sixth Form</li> <li>Optional meeting with Head of Sixth Form with parents</li> </ul>	<ul style="list-style-type: none"> <li>Head of Sixth Form</li> </ul>
<b>Stage 4</b>	<ul style="list-style-type: none"> <li>Head of Sixth Form invites parents/guardians in for a discussion concerning the student's attendance and possible alternative options for post-16 study alongside the Deputy Head (Pastoral)</li> <li>Action plan to support attendance agreed to and implemented.</li> <li>Continued supervised study and monitoring by Head of Sixth Form while action plan implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Parents have a meeting with Head of Sixth Form and Deputy Head (pastoral)</li> <li>Option of meeting between student/parents and Head master</li> </ul>	<ul style="list-style-type: none"> <li>Head of Sixth Form</li> <li>Deputy Head (pastoral)</li> </ul>