



For the purposes of this policy 'the parent' refers to the parents or carers of each student.

Sixth Form attendance - Rationale

All students in the Sixth Form are full time students and their attendance must reflect this. Students are reminded that Universities, Colleges and employers request specific attendance rates (by percentage) in references and it is the figure as it appears in the MIS record which is used for this purpose. School keeps student records to provide this information for up to five years after they leave.

Our systems are designed to treat students as young adults – with all of the responsibilities and accountability that brings. As it is in the world of work, poor attendance can ultimately be regarded as a disciplinary offence – especially if there are suspicious patterns of absence (for example regular Friday and/or Monday absences). Any students who fall below 90% attendance (approximately 7 or more days of absence in any one term) are deemed to be 'persistent absence' and their place in Sixth Form is at risk.

In monitoring student's attendance, the prime focus is to ensure that they are giving themselves the best chance of making progress in their learning. There is a very clear correlation on an annual basis between the students with the best attendance and those who perform best in examinations.

Attendance Expectations and Procedures

It is a legal requirement for young people to remain in education or training until at least their 18th birthday, although in practice the vast majority of young people continue until the end of the academic year in which they turn 18. The Education and Skills Act requires education providers to promote good attendance to enable young people to meet their duty to participate. In order to be deemed to be 'participating', students must maintain regular attendance - usually defined by the school as being at least 97%, in the absence of any mitigating circumstances.

School must also inform the Local Authority when a young person is no longer participating, for example, if they have dropped out. Once attendance drops below 90% without valid mitigation a student is deemed to be 'not participating' and may be at risk of removal from roll.

>97% attendance - commendation letter sent home

90 - 96% - attendance monitored and improvement targets set

Below 90% -. we employ a tiered approach consisting of attendance reviews with Form Tutor, Sixth Form Progress Leader and Head of Upper School where we review intervention, meet with student and parents; possible Governors' Attendance Panel. Additional support provided if required.

Below 85% - Referral to Governors' Attendance Panel for a decision to be made about the students place in Sixth Form

The figures above are for guideline purposes only and discretion will be shown by the Key Stage 5 Team in determining how and at what point to best address low attendance.

Attendance concerns can also lead to a range of other consequences, including withdrawal from attendance on school trips (other than those where attendance is a requirement of the course e.g. Geography fieldwork).

All attendance expectations apply to all parts of students' programme of study and that falling below 90% in one element could mean removal from that or all elements of their study programme.

Created By	Version	Reviewed and amended by Mrs A. Jones Head of Upper School	Formally approved by the Governors' Policy Committee	Review Date	Page 1
Mrs K McCourt 11-11-2011	3.00	MARCH 2023	17 May 2023	Spring 2024	



Registration

Morning registration is compulsory for all students regardless of when they have lessons. Students are asked to register with their Form Tutor in their allocated form room or Assembly venue at 8.45am. It is imperative that students are punctual and prepared, especially for Assembly. If a student does not attend registration, then the absent code N (no reason provided) must be used, where Form Tutors are not aware of a written prior explanation or attendance off site. Form Tutors must never assume a student is present in school if the student is not in morning/afternoon registration.

Attendance at morning registration and at all Sixth Form lessons is recorded electronically using MIS. Tutors also record and monitor and record attendance at Assembly.

If a student arrives late

- If a student arrives late **during registration**, they are marked as late in MIS
- If a student arrives late **after registration**, they should sign in at main reception office **using the Inventory touch screen** before going to their lessons.
- **U code** is used when students arrive after 9.30 - this is a statistical absence and counts against their attendance, which could lead to them being at risk of removal from roll

Failure to sign in or out when late is a serious disciplinary offence as it means that we do not have an accurate record of who is on site.

Procedures for addressing persistent (or patterns of) lateness are similar to those outlined above for dealing with persistent (or patterns of) absence.

Reporting Absence

A daily attendance and punctuality list is provided to Sixth Form Progress Leaders, and the school uses Parents' text message and/or phone calls home for monitoring, tracking and safeguarding purposes.

The students' parents/carers must notify school on the first day of any absence and it is their responsibility to request authorisation of any absence. Students cannot inform school via telephone or email in lieu of parent notification.

Absence from lessons

In the event of genuine illness during the school day that requires a student to go home, they must contact their Progress Leader or the Head of Upper School, who will arrange for contact to be made with home. Students are not permitted to make their own arrangements to leave, without allowing school to follow procedures for illness – and whilst they remain on-site they must attend all lessons unless they have been given permission not to by their Progress Leader, who will then inform subject teachers.

Tutors will address any attendance issues with the student during Form Period. The Sixth Form Progress Leader will inform parents/carers on any repeat occasions.

Absence from lessons without a valid reason is treated as truancy and addressed via the monitoring procedures outlined above. This is to ensure that the school fulfils its safeguarding obligation to be aware of the location of all students.

Created By	Version	Reviewed and amended by Mrs A. Jones Head of Upper School	Formally approved by the Governors' Policy Committee	Review Date	Page 2
Mrs K McCourt 11-11-2011	3.00	MARCH 2023	17 May 2023	Spring 2024	



Authorising absence in Sixth Form

St Julie's must operate within the Government guidelines in recording attendance, and must demonstrate we do so.

Some definitions of authorised absence in post 16 study can be as follows:

- a medical appointment which the student has told school of in advance and which cannot be arranged out of school hours. *Where a medical appointment has to be made during school hours the appointment card must be shown to the Form Tutor, Progress Leader or Head of Upper School in order that they can notify the admin team to record the correct code in SIMS*
- caring responsibilities on an emergency basis for which a signed and dated note from home is needed.
- a University or career-related interview, for which the appointment card must be shown to the Form Tutor.
- a non-waged Work Experience placement which is part of a course.
- attending a funeral, which the student has told school of in advance and for which a signed and dated note from home is needed.
- severe disruption to transport, where school is notified.
- a driving test (but not driving lessons), for which the appointment details must be shown to the Form Tutor.

The above list is not exhaustive and other reasonable requests for absence to be authorised will be considered, at the discretion of the Headteacher.

Unauthorised absence in Sixth Form

All unexplained or unacceptable absences will be categorised as unauthorised. All explanations of absence must be provided with evidence. It is the students' responsibility to demonstrate a reason for authorisation. We will not routinely request medical evidence but reserve the right to do so on a case by case basis

It is also important to note that:

- Significant lateness to a lesson will be deemed an absence.
- Inappropriate behaviour may also result in a suspension which will count as absence
- Only in circumstances with proof will sickness be classified as authorised.

Examples of **unauthorised absence** in Sixth Form are shown below:

- arriving late for morning lessons
- arranging driving lessons during the school day
- any sickness reported verbally or in a note, without medical evidence
- dentist and doctor appointments, without evidence
- taking time off to go shopping or organise their private life
- being absent or leaving early for paid work
- all holidays with friends or family

If a student has an unacceptable pattern of absence they will meet formally with their Progress Leader to review their place in Sixth Form. Possible outcomes of this meeting could be:

- being withdrawn from public examinations
- having 16-19 Bursary payments suspended until a full week's attendance has been achieved
- we may ask that they consult with their GP or other health professionals with a view to them working with

Created By	Version	Reviewed and amended by Mrs A. Jones Head of Upper School	Formally approved by the Governors' Policy Committee	Review Date	Page 3
Mrs K McCourt 11-11-2011	3.00	MARCH 2023	17 May 2023	Spring 2024	



school to support their attendance

- being requested to undergo a medical examination to determine if there are any underlying problems about which the school should be aware
- termination of their place in Sixth Form

Foreseen absence from Sixth Form

If a reason for absence can be foreseen then the student must apply in advance for the absence to be authorised. This might include an Open Day visit to a university. A maximum of five visits to open days over two years is permitted. Another example of foreseen absence is a clinic appointment, for which they must have an appointment card.

It is the students' responsibility to tell their teachers they will be absent, and arrange for work and homework details. They cannot miss classes without prior notification. Where this occurs the absence will be categorised as **unauthorised**.

Private Study

Students will have a number of 'study' lessons on their timetable and are strongly encouraged to use this time wisely by accessing the Sixth Form Learning Resource Centres, arranging support with subject staff or their Form Tutor, or other suitable study-based activity.

Students in Sixth Form may leave the building when not in scheduled lessons, but for security and safeguarding reasons **they must sign in and out** at main reception using either the touch screen Inventory system. Again, failure to do this is a serious disciplinary offence as it means that we do not have an accurate record of who is on site. The procedure here for Sixth Form students is exactly the same as it is for staff, who must also sign in and out when arriving or leaving the premises. **Students who sign out during the day must still attend morning registration, weekly assembly and all timetabled lessons.**

'Study leave' (i.e. students going home after their last timetabled lesson and before the end of the school day) is **allowed on the understanding that students will sign out using Inventory touch screen on leaving site. Failure to do so may result in signing out privileges being rescinded. Leaving site can only be done once parents have completed the digital consent form.**

All guest students must sign in and out at main reception and wear their lanyards at all times so as we have an accurate picture of who is on site should there be a need for an evacuation such as a fire alarm.

Signing out privileges can be withdrawn from students who do not cooperate with the stated procedures or who, in the view of Sixth Form staff, are not making appropriate use of their 'free' time in order to enhance their progress.

Created By	Version	Reviewed and amended by Mrs A. Jones Head of Upper School	Formally approved by the Governors' Policy Committee	Review Date	Page 4
Mrs K McCourt 11-11-2011	3.00	MARCH 2023	17 May 2023	Spring 2024	