



**Sixth Form Attendance and
Punctuality Policy**

Contents

1.1 Why attendance matters	Page 3
1.2 Our commitment to students and parents / carers	Page 3
1.3 What we expect of our sixth form students	Pages 3-4
1.4 What we expect of parents / carers	Page 4
2.1 Authorised and unauthorised absences	Pages 4-5
2.2 Reporting absences	Pages 5-6
2.3 The process for dealing with unexplained absences	Page 6
2.4 Requests for medical evidence	Page 6
2.5 Reporting planned absences	Page 6
2.6 Dealing with attendance concerns	Pages 6-7
3.1 Leaving the Academy site	Page 8
3.2 Signing in and signing out	Pages 8-9
3.3 Rewarding good attendance	Page 9
3.4 Punctuality	Page 9



Sixth Form Attendance Policy

1.1 Why attendance matters

We expect our sixth form students to maintain consistently good attendance throughout years 12 and 13. An attendance rate of 95% is generally considered to be 'good', but even this equates to 9.5 days of absence within an academic year and up to 47.5 hours of missed teaching. Once attendance drops below 95% the progress a student makes is likely to be significantly impacted, leading to under-achievement and final results that do not reflect actual ability. Essentially, a student will be most successful when they regularly attend, receive the expertise and support of our teaching staff within a classroom environment, and fully commit to all that sixth form life has to offer.

1.2 Our commitment to students and parents / carers

With regards to attendance, our commitment is to:

- Develop a systematic approach to collating timely attendance data for all students and parents / carers.
- Make attendance data readily available to parents and carers via an online platform and also attendance reports, as and when requested.
- Regularly communicate accurate attendance data to sixth form students.
- Provide timely support, advice and guidance to students whose level of attendance becomes a concern.
- Inform parents / carers of any unexplained absences their child has accrued.
- Recognise and support the needs of individual students who have a significant periods of absence.
- Reward students who maintain consistently good attendance.

1.3 What we expect of our sixth form students

With regards to attendance, we expect our sixth form students to:

- Attend regularly and maintain an attendance record of at least 95%.
- Be on the Academy site by 8:30am Monday – Thursday, in order to arrive to their morning tutor period on time.
- On Fridays, arrive at the Academy leaving sufficient time to attend the first lesson of the day on time (*there is no morning tutor period on Fridays, hence sixth form students are only required to arrive at 8:30am if they have a lesson during period 1*).
- Arrive on time to all lessons and with the required books / equipment.

- Arrive to assemblies, additional tutoring sessions and meetings with staff members on time.
- Spend study periods timetabled during periods 1 and 4 on the Academy site and use this time to complete private, independent study.
- Sign out at reception if leaving the Academy site during lunchtime.
- Sign back in at reception when returning after lunchtime.
- Request a meeting with a member of the sixth form team if there is a problem that may prevent attendance to sixth form.
- Make every effort to arrange medical / dental appointments outside of lesson time.
- Complete and return a 'planned absence form' for any unavoidable appointments that prevent attendance to sixth form (*see section 2.5*).

1.4 What we expect of parents / carers

With regards to attendance, we expect parents / carers of our sixth form students to:

- Ensure their child attends sixth form regularly, on time and prepared for the day.
- Contact the Academy by 8:30am, via either telephone or email, to inform sixth form staff if their child is going to be absent (*see section 2.2*).
- Not take holidays during term time.
- Make every effort to attend any meetings that are scheduled to take place as part of the sixth form attendance concerns procedure (*see section 2.6*).
- Contact a member of the sixth form team at their earliest convenience if they know of any issue, which may prevent their child from attending sixth form.

2.1 Authorised and unauthorised absences

All sixth form students need to avoid accumulating unauthorised absences and / or unexplained absences (*absences that we are given no reason for*). Accumulation of unauthorised and / or unexplained absences is likely to trigger the attendance concern procedure, set out in section 2.6.

Absences will be **authorised** in the following circumstances:

- ✓ When the student is too ill to leave the house.
- ✓ When the student has a hospital appointment.

- ✓ A dentist or orthodontist appointment that cannot be arranged outside of normal Academy operating hours (*every effort should be made to arrange medical appointments during private study periods and not lessons*).
- ✓ When the student has a hospital appointment.
- ✓ A day of religious observance by the religious body to which the student or student's parent/carer belongs (*where this is the case, students will be informed beforehand of the days when absence is authorised*).
- ✓ When there is a particular need to be with a family member for whom the student is a carer.
- ✓ A family bereavement.
- ✓ Attendance at a funeral.
- ✓ A driving test (***not*** a driving lesson).
- ✓ A planned extra-curricular or enrichment activity arranged by Academy staff.
- ✓ Attendance to university open days or interviews.
- ✓ Attendance to an interview for an apprenticeship or another form of employment.
- ✓ Work experience.

An absence will be **unauthorised** if the following is the reason for the absence:

- ✗ A family holiday during term time.
- ✗ A hair / beauty appointment.
- ✗ A driving lesson.
- ✗ Staying in for a delivery or to mind the house.
- ✗ Tiredness / oversleeping.
- ✗ Adverse weather conditions at times when the Academy remains open .
- ✗ A birthday celebration.
- ✗ Looking after siblings.
- ✗ A minor ailment, such as a slight cold or headache.

2.2 Reporting absences

If a student is going to be absent from sixth form, a parent or carer should make contact with the Academy to notify staff of the Academy. We kindly asked that all absences are communicated by 8:30am.

Parents/carers can report an absence in one of two ways: over the telephone or via email.

To report an absence via email, parents / carers should send a message to

sixthformattendance@oatforge.co.uk, clearly stating the child's full name and the reason for their absence.

To report an absence via telephone, parents / carers should call 01384 566 598 and then select the sixth form team on extension 2130.

If a member of the sixth form team is unavailable to take the call, parents / carers are kindly asked to leave a voicemail message, clearly stating their child's name and the reason for the absence.

For absences lasting more than one day, parents / carers should follow this procedure for each day of absence.

2.3 The process for dealing with unexplained absences

If a student is absent from sixth form and we have received no communication from either the student or a parent/carer, a member of the sixth form team will endeavour to make contact with the parent / carer via either telephone call, text message or email requesting a reason for the absence. If a reply is not received, the absence will be recorded as an unexplained absence.

In cases where there is a prolonged period of unexplained absence, a member of the sixth form team will conduct a home visit.

2.4 Requests for medical evidence

If a student is absent from sixth form for longer than a period of 5 days due to illness, parents/ carers will be asked to provide medical evidence to support the student's absence. Parents/carers will also be asked to provide medical evidence if a student is absent frequently.

2.5 Reporting planned absences

There are sometimes occasions when a student knows they will be absent from sixth form on a future date, due to a hospital appointment or planned visit to a university open day etc. When this is the case, the student must complete a 'planned absence form' ahead of the date of absence.

Forms can be found in the sixth form centre. When completing the form, the students should ensure that all sections are complete, clearly stating the date of absence, the reason for it and whether the absence will be for the entire day or just part of it.

Completed forms should be handed to the Pastoral Leader for sixth form.

2.6 Dealing with attendance concerns

The procedure that will be followed for students who present attendance concerns is set out in the flowchart on the next page.

Sixth form Attendance Flowchart

(For students' presenting attendance concerns)

Stage 1

Stage 1: An attendance concern letter will be sent to the parents / carers of a student whose attendance falls below 95%. The student will be placed on an attendance report for 3 weeks.

Proceed to stage 2 if attendance does not improve

Stage 2

Stage 2: Parents / carers will be invited to attend a meeting with the Sixth Form Pastoral Leader. Attendance will be discussed, as well as academic progress and student wellbeing. Key attendance targets will also be set.

Proceed to stage 3 if attendance targets are not met

Stage 3

Stage 3: Parents / carers will be invited to attend a meeting with the Assistant Principal for KS5. A formal written warning will be issued.

Proceed to stage 4 if attendance concerns persist.

Stage 4

Stage 4: Parents / carers will be invited to attend a final meeting with the Assistant Principal for KS5. A referral will be made to the sixth form careers team, who will work with the student to find an alternative pathway.



3.1 Leaving the Academy site

The following is an outline of when sixth form students can / can't leave the Academy site:

Monday-Thursday

- Once a sixth form student has arrived at 8:30am, they must stay on site and are not permitted to leave the Academy until the start of lunchtime at the earliest (1:25pm). **To this end students will not be allowed to leave the site between 8:30am and 1:25pm unless they have completed a planned absence form requesting absence for part of the day and / or have approval to leave early from a member of the sixth form team.**
- Sixth form students can leave the site for lunch, as long we have obtained consent for them to do so from parents / carers (*a letter will be sent to the parents / carers of sixth form students at the start of the academic year, requesting written consent for their child to be allowed off-site during lunchtime*).
- Students who are allowed to leave the site at lunchtime, must return back to the Academy by 2:10pm at the latest, in order to arrive to their period 5 lesson on time.
- Students who have a private study period after lunchtime rather than a timetabled lesson are allowed to spend the period at home completing independent study. This opportunity will be revoked for any student who is deemed to be undertaking an insufficient amount of private study, as well as those for whom there are attendance concerns.

Friday

The Academy operates with different timings of the day each Friday; there is no morning form period and the last lesson of the day finishes at 1:20pm. To this end, sixth form students are permitted to come in for whenever their first lesson starts on Fridays and leave after their last lesson of the day.

3.2 Signing in and signing out.

There is an electronic signing in and out system in sixth form, which students must use if they are leaving the Academy site during the day at either lunchtime, or for another reason that has been agreed to by a member of the sixth form team.

When a student leaves the Academy site at lunchtime, or for an appointment that has been approved after completing a planned absence form, they must sign out using the sixth form I-pad, which is located in the main reception area.

When returning during the Academy day after leaving the site for lunch or an appointment, students must sign back in.

Students do not need to sign in when they arrive first thing in the morning; their first mark for the day will be recorded by their form tutor when they attend form time. If a student does choose to sign in when they first arrive on site in the morning, they must still attend form time with their form tutor.

If a student arrive late on a particular day and it is too late to attend form (*i.e. after 8:55am*), they must sign. However, poor punctuality will not be accepted and if a student is identified as arriving persistently late to form time, they will be placed on an attendance and punctuality report.

3.3 Rewarding good attendance

Students who maintain an attendance record of 95% or above will receive the sixth form learning grant. This is a grant, which students can use for costs associated within their education or post-18 planning such as the purchase of text books, ICT equipment, the cost of extra curricular trips and the cost of travel to university open events.

Detailed regarding the sixth form learning grant can be found in the learning grant policy, which can be found on the sixth form area of the Ormiston Forge Academy website.

3.4 Punctuality

If a student arrives late to a morning form period or a lesson, they will be recorded as late by their form tutor / subject teacher. Students who accumulate one or more late marks during a working week will be required to attend an additional period of supervised study from 1:20pm-2:20pm on Friday.