



# High Storrs School

## Sixth Form Attendance Policy

Last reviewed: May 2019

By: L. Mason

Review date: September 2019

Minor Adjustments:

## Sixth Form Attendance Policy

The purpose of this attendance policy is to clarify expectations of students within the Sixth Form.

It is proven that poor attendance and punctuality has a serious effect on outcomes within education. Attendance below 95% has been shown to result in an average reduction of one grade at A Level per subject and this can increase to two grades if further attendance issues are evident.

High Storrs Sixth Form expects all students to aim for 100% attendance in order to maximise achievement. If students fall below 95% attendance to lessons they will be entered into a four stage attendance intervention programme.

### Expectations

Your decision to join High Storrs Sixth Form offers you the opportunity to develop skills to enable you to progress into further education or employment. You are expected to work with an increased level of maturity and you must take responsibility for your own learning. We ask that you share our expectation of mutual respect and courtesy and we commit to supporting you to develop your independence.

Sixth Form students must consider the following in conjunction with the Learning Contract:

- High Storrs Sixth Form offers the following programme of study for each student: three (or more) A Level/ Level 3 courses and Tutorial. *Please note that Further Mathematics can be studied as a student's fourth (or fifth) A Level subject.*
- Students are expected to attend all lessons, including Tutorial.
- Students must attend all timetabled sessions regularly and punctually.
- Students must also attend additional sessions as required, for example careers events.
- Students who start in the Sixth Form with less than a grade 4 in GCSE Mathematics (2018 or 2019 entry) – and therefore are required to resit the subject – must attend all timetabled GCSE Maths Resit lessons and revision sessions. Lessons continue until successful completing of the GCSE (at grade 4 or above).
- Year 12 students are expected to attend full time for the first term. At this point, if their Attitude to Learning (A2L) in Tracker 2 is positive, they will be eligible for home study periods. *This privilege may be withdrawn if there are concerns about attendance or if A2L decreases.*
- Following this, all students are expected to attend registration each morning on the days they have morning lessons. Students are encouraged to come into school even when they do not have lessons; students who are in school should also attend registration.
- Year 13 students must attend all lessons up to the end of half term 5 (May half term). Repeated absence from lessons may result in a student being withdrawn from their external examinations.
- Students are expected to utilise their study periods effectively to work independently in the Sixth Form Work Room, Common Rooms, Library, breakout spaces or study classrooms.
- Students are expected to wear their lanyards at all times on the school site.

### Attendance & Punctuality Procedures

- Students must take an active and conscientious role in being responsible for their

punctuality and attendance.

- Students must arrive to all lessons on time and be ready to learn.
- Students who arrive in late for school in the morning (missing registration) must sign in on the Entry Sign terminal at Student Reception before going to lesson. Similarly, if arriving late in the afternoon, students must sign in on the Entry Sign terminal at Student Reception before going to lesson.
- In the event of absence the student or their parent / carer must contact the Sixth Form Office before 9.00am (telephone number 0114 2670000, Option 2) to report the reason for absence. Alternatively a text message can be sent to **07624804734** or an email to [attendance@highstorrs.sheffield.sch.uk](mailto:attendance@highstorrs.sheffield.sch.uk).
- Please note, for students whose attendance is of concern (these students will usually be on a stage of the Attendance Intervention Support Plan) **all** absences **must** be reported by a parent / carer.
- For repeated or prolonged periods of illness medical evidence will be requested.
- Students must let the Sixth Form Office know beforehand of any known absences e.g. medical appointments and open days, providing evidence of appointments e.g. letter or appointment card.
- Medical absences of more than five days will require a doctor's note to be registered as an authorised absence.
- All absences will be followed up. Parents will be alerted through the school's text message system if their child is absent from school without prior reasons provided.
- Year 12 attendance will be used when considering any changes to a student's programme of study.
- **If a student fails to attend school for a period of four weeks we will remove the student from our roll and inform the Local Authority and Sheffield Futures about this.**

## Holidays & Leave of Absence

- Students should not take holidays or leave of absence during term time. These will not be authorised unless there are exceptional circumstances previously agreed by school. Please see the Leave of Absence Policy on the website.
- Students may attend Open Days at universities during the school week **ONLY** if visiting the university on Saturday isn't possible.
- There is a separate leave of absence form for Open Days available in the Sixth Form Office or Sixth Form Common Room, which needs to be agreed by teaching staff affected by the absence before this will be authorised.
- Students may be absent for unavoidable appointments, e.g. specialist medical appointments, university or Post 18 job interviews (not part-time jobs) and driving tests including the theory test. Students need to notify the Sixth Form Office prior to these appointments.
- Students should not make routine doctors or dentist appointments during the school day. We will not authorise such absences without confirmation from the GP/ dentist.
- Driving lessons should not be booked during the school day.
- Students may undertake work experience or work placements or complete a voluntary activity in support of university or work applications during term time **ONLY** with the prior agreement of the Director of Sixth Form.
- Students must not undertake paid part-time work during the school day and we would recommend that part time work is restricted to no more than eight hours each week to avoid impact on studies.
- Absences for a period longer than half a day must be submitted on the Leave of Absence Request form available in the Sixth Form Office, Common Room, Student

Reception and the website. These requests must be submitted to the Director of Sixth Form 20 days prior to the intended absence.

## **Monitoring Attendance & Intervention**

- Student attendance will be monitored by Sixth Form staff to ensure that students, parents and carers are kept informed of any concerns.
- Students who fail to achieve a minimum of 95% attendance to lessons, or who are persistently late, will be entered into an Attendance Support Plan.
- This is a four stage plan. All four stages are identified to offer support to students in ensuring they meet the expectations of the Sixth Form and subsequently increase their opportunities to achieve.

Attendance Support Plan:

### **Stage 1:**

Students who fail to achieve 95% attendance to lessons will have a meeting with a member of the Sixth Form team to discuss reasons for absence. Appropriate targets will be set and a formal letter will be sent home to notify parents/carers of the meeting and agreed targets. The students' attendance will be monitored for a period of two weeks.

### **Stage 2:**

If attendance does not improve whilst the student is on the Stage 1 intervention, the student will enter Stage 2. The student will have a further meeting with a member of the Sixth Form Team to discuss reasons for absence. The student will also be placed on attendance report for two school weeks. If the student is eligible for home study, this will be revoked and the student will be supported to organise their study periods in school. Any extra-curricular activities (e.g. Paired Reading programme, Dance Company, paid lunchtime work) may also be stopped at this point. A second formal letter will be sent home to notify parents / carers of the meeting and agreed targets.

### **Stage 3:**

If there is no improvement seen whilst the student is on Stage 2 intervention, the student will enter Stage 3. The student will have a meeting with the Director of Sixth Form and parents. The student will also be placed on an additional attendance report until their attendance improves. Further targets may also be set at this meeting. The student will continue to have any home study privileges revoked and they will be supported to organise their study periods in school. Extra-curricular activities (e.g. Paired Reading programme, Dance Company, paid lunchtime work) will continue to cease.

### **Stage 4:**

If, despite all intervention work, attendance falls below 90% for a significant period of time, this is identified as persistent absenteeism. Unless there are exceptional and extenuating circumstances students (supported by evidence such as a letter from a GP) may be asked to consider whether Sixth Form is the right option for their progression.

A formal parental meeting will take place with the Director of Sixth Form to consider the student's further options. Students may be withdrawn from their courses and Y12 students may not be permitted to continue their studies in Year 13.

## **Punctuality**

It is also important that students arrive on time for registration and all of their lessons. Lateness to lessons will be recorded on SIMS and monitored closely by the Sixth Form Team, who will enforce high standards of punctuality as follows:

<p>If a student arrives late to a lesson (less than 10 minutes)</p>	<p>The student will be marked late (L) on the SIMS register and the number of minutes late will be recorded.</p> <p>Where this happens more than 3 times in any given week, the student will be required to 'catch up' the time missed in detention.</p>
<p>If a student arrives late to a lesson (more than 10 minutes)</p>	<p>The student will be marked late (L) on the SIMS register and the number of minutes late will be recorded.</p> <p>The student will be required to attend a punctuality detention lasting 30 minutes + the number of minutes they were late. They will be expected to complete independent work.</p>
<p>If a student exceeds 30 minutes late in a single week</p>	<p>Lateness will be recorded on the SIMS register(s), including the number of minutes late.</p> <p>The student will be required to attend a punctuality detention lasting 60 minutes + the number of minutes they were late. They will be expected to complete independent work.</p>
<p>If a student's punctuality is identified as a continued/repeated concern</p>	<p>Following a meeting, the student will also be placed on punctuality report for four school weeks. A formal letter will be sent home to notify parents / carers of the meeting and agreed targets.</p>
<p>If a student's punctuality issues recur after punctuality report</p>	<p>A formal parental meeting will take place with the Director of Sixth Form to consider the student's further options.</p> <p>Unless there are exceptional and extenuating circumstances students (supported by evidence such as a letter from a GP) may be asked to consider whether Sixth Form is the right option for their progression. Students may be withdrawn from their courses and Y12 students may not be permitted to continue their studies in Year 13.</p>

There may be occasions where, for some students, an isolated late arrival to school will be unpreventable. If unforeseen circumstances prevent students from arriving on time, their parent/ carer should make contact the Sixth Form Office before 9.00am (telephone number 0114 2670000, Option 2).