



Post 16 Attendance Policy

The King's School
Cadhay Lane
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EX11 1RA

POST 16 ATTENDANCE POLICY

Philosophy:

The King's School Sixth Form is committed to providing a full educational experience for all students. If students are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all students. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

Research shows that good attendance plays a crucial part in student success and this combined with good performance will ensure that students can be entered for their examinations. We expect a minimum attendance of 95% in each subject to be maintained. It is vital that students, parents and staff work together to achieve at least this minimum target.

We encourage students to take responsibility for attendance to prepare them effectively for work and higher education progression routes.

Objectives:

- To encourage full attendance and punctuality
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- To acknowledge and reward a successful record of post-16 attendance
- To ensure a consistent approach throughout the school

Procedures:

Students, Parents, Tutors and Subject Teachers

1. Students are required to attend registrations as required by their tutor, timetabled lessons, tutorials and the weekly Sixth Form Assembly. Attendance and punctuality concerns will be recorded on the school system and may be used in all references.
2. Registration will take place at **8.45am** each morning in. Students also will be registered in every timetabled lesson. Students who have signed a Home Study Contract must sign in at the Sixth Form Office on arrival and sign out if they leave the premises before 3.30pm. If a student arrives late to school and misses registration they must sign in at the Sixth Form Office.
3. Sixth Form students must telephone the school 01404 812982 or text/phone the Sixth Form absence line 07590 777132 by **10am** on the morning of an unavoidable absence to inform staff, and the reason for absence will be recorded in the registers. If students do not comply with this, a concern slip may be issued. A member of staff will contact parents where a student's reason for absence is not acceptable or where we believe that the reason given is not accurate.
4. Students to inform the Head of Sixth Form, Sixth Form administrator, all their teachers and their Personal Tutor in advance of any planned absence and complete a red Absence Form. Students must ensure that they complete all missed work.
5. Unsatisfactory attendance at lessons may result in students not being entered for their examinations and/or being required to leave the Sixth Form.
6. Student attendance data will be monitored throughout the year. Appropriate action that may include letters home or a meeting with the Head of Sixth Form will be taken in all instances where a student's attendance drops to less than 90%.

Students and Parents

7. If a student needs to leave the site during the day (other than when on official study leave) they **must** have been given verbal authorisation by Head of Sixth Form/Sixth Form administrator in person. Using the signing out sheet is not enough on its own. If students do not comply with this, a concern slip may be issued.

8. If a student has not applied in advance (usually at least 5 working days notice) for an absence that is likely to be authorised (eg University Open Day, hospital or dental appointment that is not an emergency) then the absence will not be authorised. If students do not comply with this, a concern slip may be issued.
9. Applications for term time holiday need to be made in writing on a Absence Request Form (available from Sixth Form office) at least one month in advance. We are only able to authorise term time holiday for post 16 students in exceptional circumstances (e.g. attendance at a specialist education event, foreign travel with educational value, university open days etc.). Holidays will not be authorised during examination periods or during teaching time after internal Year 12 examinations (May, June July).
10. Parents will be informed of acceptable and unacceptable reasons for absence. Examples include (this list is not exhaustive and the school reserves the right to assess every application for authorised leave on its merits):

Acceptable	Unacceptable
Medical/Dental	Shopping
Courses	Looking after siblings or sick relatives (unless student is a carer)
College approved work experience	Part-time work
Study period as agreed in home study contract	Birthdays
Driving test	Driving lessons

11. The Head of Sixth Form and Sixth Form administrator will maintain an overview of attendance and will consult regularly with Personal Tutors about student attendance. Published figures will be used in tutor time each term to improve attendance.
12. Attendance/punctuality concerns will be recorded on the school SIMS system. Personal Tutors will seek to support students in these concerns and absences from each week monitored in tutorials. **However, attendance is the responsibility of the student. Unresolved concerns regarding attendance or punctuality is likely to result in a student not being entered for their examinations and/or attending a review meeting where the student's future place in the Sixth Form will be reviewed.**
13. Unauthorised absences can only be backdated for a maximum of two weeks. Students attendance record will be checked with form tutors each week in order to resolve any concerns. Any absences that can be explained will usually then be authorised and signed for by form tutors and returned to the Sixth Form administrator.
14. Parents will be written to if any student misses more than 2 lessons for unauthorised reasons in a week.
15. Students with less than 90% lesson attendance will also have letters sent to parents/carers. This attendance review process will be done each term.
16. Lesson attendance will be included in all Y12 / Y13 interim and full reports.

Attendance Procedures

A copy of the previous week's register will be available for students to check with tutors. Any unexplained absence for a lesson will show as an **N** on the register. If you think this is a mistake students must inform tutors and / or see the Sixth Form administrator.

If a member of staff is absent a register and work set will be available to pick up from the trays in the Sixth Form centre. It is essential that students sign the register for each lesson to show that they have picked up the set work. Any unsigned registers will be treated as an unauthorised absence.

Examples of authorised absence:

Reason for absence	Action	To whom
Illness	Phone / text school each day by 10 am	Sixth Form Administrator
Emergency Doctor's appt	Phone / text on the day before 10 am	Sixth Form Administrator
Emergency Dental appt	Phone / text on the day before 10 am	Sixth Form Administrator
Driving Test	Show DVLA letter in advance	Sixth Form Administrator
Theory Test	Show DVLA letter in advance	Sixth Form Administrator
University Visits	Authorised in advance / red form	Sixth Form Administrator
Study Leave	Return signed study contract	Sixth Form Administrator
Exam Study Leave	Authorised in advance	Sixth Form Administrator
Registration errors	Cover by checking registers with tutors	Sixth Form Administrator
Organised College Trips	Notification in advance	Sixth Form Administrator

The above may in some circumstances be subject to the approval of the Head of Sixth Form.

Students Claiming Bursary

Payment of the award is subject to acceptable levels of attendance. Authorised absences will not affect payment of the bursary. Unauthorised absences may cause a deduction to the payment awarded for the half term periods, according to the percentage of unauthorised absence the student has recorded for that period at the discretion of the Sixth Form Bursary Panel. For example, a student who has a 5% unauthorised absence for a term period may have 5% of their award deducted when payment is made. Students who have no unauthorised absences for a term period will not receive any deductions on the basis of their attendance. Calculations of a student's attendance will begin afresh at the start of each half term for this purpose.

If a tutor is dissatisfied with a student's attendance at registration this will count as an unauthorised absence and payment will be suspended. You must attend all your public examinations and achieve at least Good progress in each of your interim reports.

The bursary is likely to be authorised only if both attendance and ALL subject performance is at least 'Good' (as defined by the 6th Form Academic Report).

Attendance Appeals Procedure

If a student should disagree with an unauthorised absence the following steps of appeal should be taken.

Note: The majority of unauthorised absences are resolved in Step 1.

1. Verbal discussion with the Head of Sixth Form / Sixth Form administrator producing evidence to cover the unauthorised absence.
2. A written appeal by the student to the Head of Sixth Form. Upon receipt of the appeal an appointment will be made for the student to discuss their appeal with the Head of Sixth Form.
3. All evidence and written communication will be presented to the Headteacher, who will make a **final** decision.

Examples of unauthorised absence:

- Holidays (Term Time) – unless of specific educational value and agreed in advance with the Head of Sixth Form.
- Driving lessons
- Non attendance at registration
- Any absence not covered by a phone call or in writing by a parent
- Non attendance at lessons
- Any unauthorised study leave, university trips etc.

- Failure to attend compulsory events organised by the school, even if these events are organised during periods when students are not normally being taught