



Range High School

6TH FORM ATTENDANCE POLICY

Person responsible for Policy: Deputy Headteacher / Headteacher

Created: January 2024

Date of next review: January 2026 (bi-yearly review)

RESPONSIBILITY FOR THIS POLICY REMAINS WITH THE HEADTEACHER

Sixth Form Attendance Policy

Evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results.

Pupils who performed better both at the end of primary and secondary school missed fewer days than those who didn't perform as well.

Department for Education

Range Sixth Form takes attendance extremely seriously and we recognise that consistently good attendance plays an essential part in academic success for all students, including sixth form students.

Sixth Form students should strive to achieve consistently good attendance as all evidence suggests that poor attendance will impact on academic attainment and mental health and well-being¹

Our expectation is that students should aim for at least 95% attendance for the year. A student with 95% and above attendance indicates that a student is dedicated, well organised and motivated to do their best. They are taking the responsibility of being a sixth form student seriously.

Students who achieve 95% attendance and achieve grade D and above in each of their subjects will be automatically allowed to progress into year 13.

All Level 3 courses (A level, BTEC and Cambridge Technical) are intensive, and absence from lessons and other organised activities will impact on academic achievement and the development of other key skills.

As well as timetabled lessons students also have non-contact periods on their timetables for independent work and/or supervised private study (SPS). There will also be compulsory sessions relating to PSHE, careers and other enrichment activities.

Students can work from home both in the afternoon and on Fridays when they do not have any lessons but there is an expectation that students are responsible for working effectively. This privilege may be withdrawn if a student is completing the necessary work required. In such cases students will be scheduled to work within school either in the afternoon and/or on Friday.

The sixth form team and other staff will work with students and their families to ensure each student attends school regularly and punctually.

The school uses an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will work with those students and parents who give low priority to attendance and punctuality.

¹ <https://www.cambridge.org/core/books/abs/mental-health-and-attendance-at-school/mental-health-and-attendance-at-school/4F91A32FBB0561EEC3537D5FE5183A2A>

The sixth form team will:

- Strive to ensure attendance and punctuality are a priority for all stakeholders
- Provide support, advice and guidance to parents/carers and students in relation to attendance
- Use a systematic approach to analysing attendance-related data and ensure that this is available to parents/carers and students on request
- Identify attendance concerns quickly and act promptly to prevent further issues developing
- Communicate regularly with students and parents/carers specifically in relation to attendance
- Recognise the value of both rewards and sanctions in relation to attendance
- Support individual students in the event of significant periods of absence

We expect of our students to

- Attend school regularly, on time and ready to learn
- Attend registration Monday and Wednesday only (8.50-9.05am)
- When in school, attend all lessons and arrive to all lessons on time
- Attend all other additional sessions including tutorials, assemblies, PSHE and careers sessions
- To always sign in and sign out using Inventory. This includes signing out each time they leave the school site throughout the day and sign in on their return. **This is a legal requirement**
- Students who feel unwell whilst in school must go to the nurse and sign out via the school nurse
- Make every effort to make dental/medical appointments outside of school hours
- Make contact with the relevant member of staff if they need to arrive late or leave early for an appointment or will be absent from school for a lesson
- Whatever the reason for absence, it is the student's responsibility to catch up any work missed as quickly as possible. Students will be supported by staff following a period of absence.
- Students must not undertake part time work during the school day

We expect of our families to

- To ensure that their child attends school regularly, on time and prepared for the day
- To contact school via phone, email or ClassCharts on the first day their child is absent for any reason by 8.30am and then on all subsequent days by 8.30am.
- To not take holidays in term time
- To contact the sixth form administrator(cd2@range.sefton.sch.uk) if they know of any problem, which may prevent their child from attending school
- To provide evidence to support absence, when necessary, such as an appointment letter explaining the reason for absence

Examples of acceptable reasons for absences

1. The student has a medical appointment
2. Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work
3. University Open Days
4. A day of religious observance
5. Work experience – requests for term-time leave for work experience will be dealt with on an individual basis. There is a scheduled week of work experience in Year 12 (Week Beginning Monday 8th July)

Examples of non-acceptable reasons for absences

1. To celebrate a birthday
2. Sleeping in
3. Because it is the end of the week or term
4. Driving lessons or tests

5. Adverse weather conditions

Attendance Monitoring

We are aware that there may be the rare occasions where a student may miss lessons due to genuine illness or other extenuating circumstances. In such circumstances, attendance monitoring will take place as below:

If a student is absent from school or from a lesson and we have received no communication from the parent/carer, an email will be sent to the SIMS contact on the morning of the students' absence requesting a reason. Further communication via email or telephone will take place if necessary. A reply is required stating the reason for the students' absence to enable attendance records to be updated. If no reply is received, this will be recorded as an **unauthorised absence**. If notification has not been received by the second day of absence this will be up scaled to the Deputy Headteacher (14-19 education) or a member of the Safeguarding team.

Attendance data will be captured every four weeks, for year 12 and year 13, by the Sixth Form team and this will inform the interventions and support that is put in place.

Students are expected to achieve attendance of 95% or above for all lessons. Where there are concerns around lesson attendance, the student will be placed on the staging system for attendance. A member of the Sixth Form team will monitor this and keep families informed via phone calls or email. Where there are persistent concerns, parents/carers will be invited into school for a meeting.

The staging system for attendance works in conjunction with the **Sixth Form Management System**

Stage 1

Attendance or Attendance to Lessons Below 90%

- Conversation with the student and relevant member of staff normally via an organised tutorial with the student's tutor - **No** contact with home at this stage

Stage 2

Continued Poor Attendance or Poor Lesson Attendance (90% or below)

- Stage 2 attendance letter will be sent to parents/carers

Stage 3

Continued Poor Attendance or Poor Lesson Attendance (90% or below)

- Stage 3 attendance letter will be sent to parents/carers
- Parents/carers and the student will be invited to a meeting with a member of the Sixth Form team
- An Attendance Contract will be issued by the Sixth Form team and will be signed by the student and a parent/carer.

Stage 4

Continued Poor Attendance or Poor Lesson Attendance (90% or below)

Failure to Meet the Targets set on the Attendance Contract

- Parents/carers and the student will be invited to attend an Attendance Panel meeting with the Deputy Headteacher (14-19 education) and the Head of Sixth Form
- The attendance contract will be re-issued

Stage 5

Continued Poor Attendance or Poor Lesson Attendance (90% or below)

Continued Failure to Meet Targets set on Attendance Contract

- Meeting with the Headteacher or Deputy Headteacher (14-19 education) to discuss reasons for persistent absence from school or lessons and refusal to engage in intervention procedures

- A further CEIAG interview will be offered to the student
- The parents/carers of the student will be involved in the process and the likely outcome is that the student's place at Range Sixth Form will be withdrawn

****CEIAG meeting will be offered to the student at the appropriate point, sometime between stage 1 and stage 5***

Attendance or Attendance to Lessons below 80%

Any student whose attendance or attendance to lessons drops below 80% will likely be invited to an immediate meeting with the Deputy Headteacher and the Head of Sixth Form. The parent/carer and student will also be expected to attend the meeting. Should there be no genuine reason or circumstances to explain this level of absence, the school reserves the right to withdraw the Sixth Form place permanently.

Funding regulations dictate that a student MUST be withdrawn from their course of study if they are absent for 4 continuous weeks, excluding holidays. The ESFA (Education and Skills Funding Agency) does not distinguish between authorized and unauthorized absence for this purpose.

Holidays

The school, supported by government legislation does not permit parents/carers to take their child out of school during term time. Holidays will not be authorised in school time. Parents/carers wishing to apply for exceptional circumstances need to contact the contact the headteacher. Parents/carers will be notified in writing of our decision and how the absence will be recorded on our system. If this request is not agreed the absence will be recorded as unauthorised and you may receive a Holiday Penalty Notice (fine) from the Local Authority.

January 2024