Sixth Form Attendance Policy and Procedures

Last amended: March 2025

Person responsible: **Vice Principal (Post 16)**

Introduction

The School intends to encourage and maintain a good level of attendance in all years.

Rushcliffe Spencer Academy Sixth Form Student Attendance Policy has the following further intentions:

- clarify staff roles in monitoring attendance & punctuality on a daily and half termly basis;
- ensure timely identification of absent students for safeguarding purposes;
- ensure identification of students whose attendance falls below 95% and whose academic progress is at risk/potential risk, and,
- ensure timely intervention and to support students to improve attendance.

These fit in with the broader school ethos – inclusivity, caring, respect, achievement, being positive.

Regular attendance at school is a prerequisite for student achievement. Absence, whether it be long-term, frequent or occasional, leads to missed experiences, and may cause fractured social relationships, which encourage an increased pattern of non-attendance.

Fostering good attendance post 16 is shared responsibility of school, the parent and the student.

In detailing the strategies, the school will undertake to ensure improved levels of attendance. The importance of the following factors which encourage high levels of attendance must be kept in mind:

- delivering a curriculum, which is relevant, motivating and differentiated to the needs of the students;
- maintaining high expectations (communicated by staff in a variety of ways including punctuality, homework, marking, and extra-curricular activities);
- employing the school's systems of reward for achievement, personal as well as academic, and,
- using sympathetic re-integration strategies for long-term absentees.

Staff Involved:

Vice Principal (Post 16);

Head of Sixth Form;

Sixth Form Mentor & Attendance Officer;

Sixth Form Administrator/Receptionist;

Sixth Form Office Manager;

Head of Years 12/13;

Sixth Form Tutors, and,

School's Data Team.

Data collection & first day response

- Print off 'fire registers' (Sixth Form Mentor & Attendance Officer).
- Parents ring sixth form student absence line (or e-mail) before 8.30 am to inform school each day of absence. Enter absences on Synergy / fire registers (Sixth Form Mentor & Attendance Officer / Sixth Form Administrator/Receptionist).

Check registers for form time absences (Ns) (Sixth Form Mentor & Attendance Officer / Sixth Form Administrator/Receptionist).

- E-mail notification sent to parents / carers of any student recorded absent to form time (via Synergy) before 9.30am with a request that parent / carer contacts school immediately to discuss / authorise absence (Sixth Form Administrator/Receptionist). Record notifications.
- If authorisation from parents has not been received, contact parents/carers by phone if the student is recorded as absent from their first timetabled lesson. Record these first response calls. Establish reason for absence and amend Synergy registers accordingly (Sixth Form Mentor & Attendance Officer / Sixth Form Administrator/Receptionist).
- Check registers during each timetabled period to identify any further unauthorised absences (Ns) (Sixth Form Mentor & Attendance Officer / Sixth Form Administrator/Receptionist). Contact parents / carers by phone (Sixth Form Mentor & Attendance Officer / Sixth Form Administrator/Receptionist).
- Annotate Synergy registers – red flag – to communicate reasons for absences to teachers (Sixth Form Mentor & Attendance Officer / Sixth Form Administrator/Receptionist).
- In the event of a missed teacher register, email teacher and/or call on call to visit classroom to request register (Sixth Form Mentor & Attendance Officer / Sixth Form Administrator/Receptionist). Record these missed registers and report to Head of Sixth Form.
- At the start of every day, check cover sheet to see which teachers are absent and input 'Q's. (Sixth Form Mentor & Attendance Officer).
- Punctuality report generated weekly by Sixth Form Administrator/Receptionist. Any students recorded as late on 3 or more occasions in any one week are asked to attend the next catch-up session. Parents / carers informed via Synergy.

Work experience week (year 12)

- Parents/carers must inform the work experience provider and school if the student will be absent.
- During work experience week school staff will contact the work experience provider on day one to confirm student attendance at the provider.
- Work experience providers and parents / carers will be asked to inform the school on subsequent days of any absences.

Leadership programme – monitoring

- Thursday N report is e-mailed by the Sixth Form Mentor & Attendance Officer to all year 12 Form Tutors advising of students who are registered on the leadership programme but have failed to sign in on a Thursday. Form Tutor to speak to students concerned.

Half termly reporting and intervention

- Head of Sixth Form runs absence/attendance report from SIMS (see template attached) to identify students whose attendance is below 95% for ½ termly period and/or overall to date; report also includes a.m. tutor time for y12 and y13. Watch list / attendance tracking sheet to be updated based on this report (Head of Year).
- Head of Year to identify concerns and intervene as below. (NB. 10+ consecutive days absence for authorised illness requires a doctor's note).
- The sixth form team conduct half termly attendance audits: checks are made to ensure the signing in / out register is accurate at that moment, i.e. that students have signed in and out appropriately. If any discrepancies are found, students and parents/carers are notified.

Intervention: Head of Year to lead – watch list / attendance tracking sheet to be completed with data and contextual information to allow appropriate action to be taken.

AIM: overall individual student attendance to be above 95%

Any student with less than 95% attendance (86% Y12 HT1 and 90% Y12 HT2) classed as a concern

Head of Year and Sixth Form Mentor & Attendance Officer discuss, and students placed on 4 tier system:

- Tier 1 – absence known / understood, support given, no further action at this time

- Tier 2 – letter home advising parents/carers of current attendance AND conversation with student with Form Tutor or Head Of Year
- Tier 3 – Phone call home from Head of Year and/or parent meeting
- Tier 4 – Parental meeting – Head of Sixth Form introduce 'Attend' Framework
- Tiers reviewed half termly - students either removed from concerns list, if attendance now over 95%, encouraged to continue if attendance has improved, or moved to a different tier following review.

The sixth form team reserve the right to de-activate students' lanyards, which prevents students from leaving the site between 8.40am and 3.15pm by using their lanyards to open the turnstiles. This may occur in the case of safeguarding, attendance, or attainment concerns if this is deemed to be in the students' best interests. In such cases, this decision will be made in full consultation with parents/carers and students.

Absences over extended periods (2+ consecutive weeks)

- When a sixth form student is absent for more than ten consecutive days the Sixth Form Mentor & Attendance Officer will request that parents/carers provide a medical note from the student's GP or medical professional.
- The school will request that parents/ carers provide updated information from medical professionals as necessary to confirm continued absence (Head of Sixth Form / Vice Principal Post 16 to review)
- In agreement with parents/carers and in accordance with advice from medical professionals involved in the student's care, where possible and appropriate the school will provide work to support continuation of the student's program of study to be completed (and submitted for feedback) by the student at home.
- When a student has not been in contact or attended school for a period in excess of ten consecutive days, and in the absence of confirmation from a medical professional, the school must consider the need for a 'safe and well' check (Sixth Form Mentor & Attendance Officer / Head of Year / Head of Sixth Form / Vice Principal Post 16 to visit the student's home address).

Attendance Codes in use

/	present
B	educated off site
C	other authorised circumstance
G	family holiday not agreed
I	illness
J	interview + university applicant day
M	medical & dental
L	late
N	no reason yet provided for absence
O	unauthorised absence
P	approved sporting activity
Q	6th form no teacher present
R	religious observation
S	study leave
V	educational visit or trip
W	work experience
X	non-compulsory school aged absence (attendance not required)

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name ..... Tutor Group/Class .....

Home Address .....

.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School ..... Date of Return to School .....

Total number of school days missed .....

Could you please explain the circumstances that make it necessary to have a holiday in term time?

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Do you expect to be taking any more term time holidays this academic year?

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I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application .....

Signed ..... Date .....

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

Please do not book your holiday until you know that the school will authorise your child's absence