

Sixth Form Attendance Policy

Contents and sample documents

	Page
Statement of Attendance Policy	2-5
• Year 13	3
• Year 12	3
• Students leaving school early or arriving late	3
• Reporting absence	3
• Educational Maintenance Allowance	4
• Examination Entry	4
• Taking a student off roll	4
• Leave of absence (known about in advance)	4
• Emergency Leave of Absence	5
• Family Holidays	5
 Procedures for Student Registry	 6
 Procedures for Form Tutors	 7-10
 Procedures for Head of Year/Senior Tutors	 11-12
 Procedures for Subject Teachers/HOD	 13
 Document 1	 Pages from the Student Planner 14-15
Document 2	Letter – pay for own exam entry 16
Document 3	Taking a student off roll 17
Document 4	Letter – enquiring if student has left school 18
Document 5	Letter – less than 90% attendance in a half term 19
Document 6	Letter – unexplained absence 20
Document 7	Letter – unexplained absence 21
Document 8	Letter – meeting with parents regarding attendance 22
Document 9	Letter – punctuality – form teacher 23
Document 10	Letter – punctuality – HOD/Subject Teacher 24

Sixth Form Attendance Policy

All Sixth Form Students

All students are expected to attend school from 8.50 am to 3.30 pm each day unless prevented from doing so because of illness or because of educational visits or other circumstances authorised by school.

Certificates and prizes will be awarded for excellent attendance and information about attendance and punctuality will be included in assessments, job references and University applications.

Private study time should be spent in a designated area.

During examination periods, students are expected to attend for their examinations only. Vocational students are expected to attend school as normal to complete their continuously assessed work but may take the half day session before any examination for revision purposes.

Students may make use of the catering facility in Upper Hall during private study time (am only) but work commitments dictate that the amount of time spent should be limited. It is up to the individual to use his/her time effectively.

Students who truant will be expected to make up the time lost through Supported Study.

Good attendance is expected of Sixth Form students for the following reasons:

- Attendance affects progress and results
- Students have **chosen** to come back to school in the Sixth Form
- Vital lessons may be missed and students will get behind with their work
- Good attendance is a condition of EMA if students are receiving this
- References about students provided by school for potential employers and Universities ask for percentage attendance and rarely ask for the reasons for poor attendance
- Poor attendance is not tolerated in employment
- Poor attendance may result in students being asked to pay their own exam entry fees
- Poor attendance will lead to parents being contacted and may result in disciplinary action

Year 13 only

Students who have performed sufficiently well in Year 12 may negotiate with tutors to take some private study time at home although taking such time in morning sessions should be avoided where possible.

The times taken for home private study will be noted in the student's planner and any changes to these times must be negotiated with the Form Tutor and recorded in the planner.

Private study time should otherwise be spent in one of the designated areas or, in exceptional circumstances, may be spent in the Sixth Form Common Room.

Year 12 students

Students obtaining all Effort Grade 1s in a Sixth Form Review with their Form Tutor will be given 1 lesson of home private study at each Review. The timing of such lessons should be negotiated with the Form Tutor depending on the student's circumstances and timetable and recorded in the planner. If a student subsequently receives Effort Grades lower than 1s, the lesson of home private study will be revoked.

Students leaving the premises early or arriving late after the closure of registration

Students arriving after registration **MUST** record their arrival by signing in the appropriate book in the Student Registry giving a **valid** reason for their late arrival. This will be regularly monitored.

Students leaving school early for whatever reason **MUST** record their departure in the appropriate book in the Student Registry. There **MUST** be a valid reason for leaving early.

The above requirements are for Health and Safety purposes. Failing to sign in or out will be treated as a serious matter and disciplinary action **will** result.

Reporting Absence

If a student is unexpectedly unable to attend, perhaps because of illness, he/she or a parent/guardian must telephone the Student Registry in school (01943 855682) on the first day of absence to give a reason for the absence and to give an estimate of the number of days the student is likely to be absent. This is standard work-place practice.

In cases where a telephone message explaining an absence is not received, the Student Registry will telephone home on the second day of absence.

When you return to school, a written explanation for an absence is required in all cases (in the planner Document 1 or by letter). Students who have reached the age of 18 may account for their own absence as long as the relevant section of the planner has been signed by a parent/guardian giving consent for the student to do this.

Educational Maintenance Allowance

Students in receipt of EMA **must** comply with the attendance requirements set out above as part of their Contract.

Absences, failure to notify reasons for absence or not applying for leave of absence will result in the suspension of EMA for that week. Form Tutors will be notified of who in their forms is receiving EMA and should work with the administrative staff who will be responsible for suspension of EMA.

Examination Entry

Although each case will be treated according to individual circumstances, students attending less than 95% of lessons in a subject may be asked to pay their own examination entry in that subject.

Heads of Department, Form Tutors, Head of Sixth Form, Senior Tutors concerned about a sixth form student's attendance should complete a BDF to initiate the procedure to check a student's %age attendance and any circumstances surrounding absence. The amount of unauthorised absence of the student will be taken into consideration. The Head of Sixth Form will make the final decision on payment of examination entries and initiate a letter home (Document 2).

Taking a student off roll

Where a student has definitely left school and written confirmation has been received from parents Document 3 should be initiated by the HOY/Senior Tutor and passed to the student registry for processing.

A letter (Document 4) should be sent to any student who has not attended for some time and is assumed to have left. This should give a 2 week deadline for the parents to confirm if the student has left. If nothing is heard by the deadline, Document 3 should be completed and the student taken off roll.

Leave of absence (known about in advance)

Students who need to be absent from school for reasons other than a school visit or home private study should complete the relevant Leave of Absence form in the planner (Document 1) giving details of the proposed absence and should take this to the Head of Year or relevant Senior Tutor for permission to be granted and the planner signed. This includes university visits/open days/interviews, driving tests etc. This is essential or the absence will be treated as unauthorised.

Emergency Leave of absence (not known about in advance)

Where a leave of absence is taken for an emergency eg serious family crisis, the relevant section in the planner (Document 1) should be completed and authorised on the student's return to school by the Form Tutor.

Family Holidays

Where a student wishes to have time off school for a **family** holiday, a letter requesting permission should be addressed to the Head Teacher in advance of the holiday. The Head Teacher must authorise such an absence and inform the HOY/Senior Tutor who will inform the FT. We do not recommend taking holidays in school time except in exceptional circumstances. All absence affects progress.

PROCEDURES FOR STUDENT REGISTRY

Daily

Pass absence lists from board in staff room to relevant Senior Tutors – Year 12 PTS
- Year 13 CSS

Enhanced Curriculum Days – Provide list of all absentees to relevant Senior Tutor.

Weekly

Photocopy signing in/out book and pass to relevant Senior Tutors to monitor

Telephone home any student absent for 2 days without notification. Inform FT of reason for absence for coding purposes.

After 4 days' absence without notification trigger letter to parents (Document 6). If reason is then given inform FT of reason for absence for coding purposes.

After a lengthy absence trigger letter to parents (Document 4) - student assumed left but no official notification received. Give a 2 week deadline for notification.

Fortnightly

Provide printout of % attendance figures to respective Senior Tutors (September – absence coding completed)

Provide printout of class official register + % attendance figures to Form Tutors

Half termly

Provide %age attendance list to Form Tutors

Trigger letter home (Document 5) for anyone with less than 90% attendance. Check the circumstances with Form Tutors before the letters are sent.

PROCEDURES FOR FORM TUTORS

Registers

Registers should be taken accurately and promptly by the Form Tutor, morning and afternoon.

If a student is not present when the register is taken, they should be marked absent. Do not leave blanks because you may forget to go back and fill in missing marks. If a student arrives after the register has been taken but before the end of registration both boxes on the register should be completed indicating the student is late.

After 3 Late marks Form Tutors should complete a Behaviour Database Form. The counting of 3 Lates starts afresh each half term.

Coding of absences

Absence reports for your form will be provided weekly. Absences should be coded accurately and as quickly as possible.

The table below gives a full list of the codes and the effect they have on the students' percentage attendance figures. Circumstances that sixth form tutors might commonly come across are indicated in Bold.

Please note that C should only be rarely used and is **not** a 'catch all' code. Where such an absence is known about in advance, students **MUST** get permission for Leave of Absence from the HOY or relevant Senior Tutor in the space provided in the Planner. Where such an absence is an emergency and is therefore not known about in advance, Form Tutors can code the absence C at their discretion.

Code	Meaning	Statistical meaning	Physical meaning
/	Present (am)	Present	In for session
\	Present (pm)	Present	In
@	Late (after register)	Unauthorised	Late for session
B	Based Off Site	Present	In
B Sixth Form	Home Private Study	Present	In
B Sixth Form	Sporting Activity	Present	In
C	Circumstances authorised by school	Authorised	Out
C Sixth Form	Driving Test/Theory Test	Authorised	Out
E	Excluded	Authorised	Out
H	Annual family holiday (agreed)	Authorised	Out
I	Illness	Authorised	Out
I Sixth Form	Hospital stay	Authorised	Out

Code	Meaning	Statistical meaning	Physical meaning
L	Late (before reg closed)	Present	Late for session
M	Medical/Dental Appointment	Authorised	Out
N	No reason provided	Unauthorised	Out
O	Truancy	Unauthorised	Out
O Sixth Form	Driving lesson	Unauthorised	Out
O Sixth Form	Hangover!	Unauthorised	Out
P	Parentally condoned truancy	Unauthorised	Out
P Sixth Form	Family holiday not authorised by Head	Unauthorised	Out
R	Religious observance	Authorised	Out
S	Study Leave	Present	In
S Sixth Form	Exam leave	Present	In
T	Traveller absence	Authorised	Out
V	Educational Visit	Present	In
V Sixth Form	University Visit/Open Day/Interview	Present	In
W Sixth Form	Work Experience	Present	In
X	Training Day for Staff	Attendance not required	Out
Y	Enforced closure	“	Out
!	Attendance not required	Attendance not required	Out
#	Holiday for all	“	Out
*	Not on roll	“	Out
-	All should attend – no mark recorded	No mark	Out

Form Tutors will receive from the Student Registry the following documents:

Fortnightly

- Printout of official class register
- Percentage attendance figures for your form

Half termly

- Percentage attendance figures for your form

Attendance at Enhanced Curriculum Days

Form Tutors should ensure attendance at Enhanced Curriculum Days is recorded in the student's planner (Document 1).

Unexplained absences

If a student is regularly not explaining their absences either with letters or in the Planner pages (Document 1) The Student Registry can be asked to send a letter home Document 6 or 7. One of these letters should also be sent after a 4 day+ absence without notification of a reason.

Leave of Absence

Where a student needs to be absent from school and knows about this in advance they should complete the relevant section in the Planner (Document 1) and get permission and a signature from the HOY or relevant Senior Tutor. If permission is not asked for, such absences should be coded as unauthorised.

Where leave of absence is for an emergency and was therefore not known about in advance, the relevant section in the Planner (Document 1) should be completed and authorised by the Form Tutor who should use their own discretion in coding the absence.

Home Private Study

Home private study levels should be negotiated with Year 13 students with regard to their timetable commitments, results in Year 12 and the Form Tutor's knowledge of their study habits. Mornings should be avoided wherever possible.

Year 12 students may have 1 lesson of home private study for every review where they receive all Effort Grade 1's but these should be withdrawn if Effort Grades fall.

All home private study should be recorded in the student's planner (Document 1) and signed by the Form Tutor. This record should be kept up to date if there are any amendments.

Supported Study

Form Tutors should remind students regularly that Supported Study is available in the Library on a Tuesday and Thursday evening every week from 3.30 to 4.30 pm for all students.

Where a Form Tutor is concerned about a student falling behind with their work, they may tell a student that they **MUST** attend Supported Study. The Form Tutor should then complete a BDF asking the HOY or relevant Senior Tutor to place the student in Supported Study and how many sessions they wish them to complete.

Concern regarding attendance at school

Where a Form Tutor is concerned at the level of absence of a student and there does not seem to be a genuine reason(s), a BDF should be completed and passed to the HOY or relevant Senior Tutor.

Students receiving EMA

You will be notified of students in your form receiving EMA. Any unauthorised absence including failure to get Leave of Absence or not informing school of the reasons for absence will result in the student losing their EMA. Please work with administrative staff to enforce this.

PROCEDURES FOR HOY/SENIOR TUTORS

Rewards for attendance and punctuality

Rewards should be given half termly for good attendance and punctuality.

Concern regarding attendance/punctuality at school

If a Senior Tutor receives a BDF regarding attendance generally, they should obtain an attendance/punctuality record for the academic year. If the BDF is about attendance of lessons, a record of lesson attendance will be obtained from CRR.

The Senior Tutor should counsel the student regarding their absence/punctuality stressing the bullet points listed on Page 1 of this document and should set the student a target to be achieved over a specific time period eg a half term.

Where appropriate, parents may be contacted by letter and/or a meeting with them set up using Document 8 for attendance or Document 9 for punctuality.

At the end of each half term (or the beginning of the next) all parents of students with less than 90% attendance should receive a letter Document 5.

Disciplinary action may be taken at the discretion of the HOY/Senior Tutor including suspension of EMA.

The Senior Tutor should continue to monitor the situation and check if targets have been met. Where they have, students should be rewarded. Where they have not, further action should be taken which may include the HOY deciding the student should pay for some or all of their own examination entry fees. Letter Document 2 should be used to inform parents of this decision.

Monitoring of signing in and out book

Senior Tutors will receive a photocopy of the signing in/out book for the relevant year fortnightly from the Student Registry. This should be checked and where Tutors are concerned about the level of signing out of a student or the reasons given, students should be counselled and disciplinary action taken where necessary.

Leave of Absence

Where a student needs to be absent from school and knows about this in advance eg University Interview, Driving Test etc. they should complete the relevant section of the Planner (Document 1) and the relevant Senior Tutor should sign to authorise the absence.

Taking students off Roll

Where a student has definitely left school or has had a lengthy absence without explanation, Document 3 should be initiated by HOY/Senior Tutor and passed to Student Registry for processing. Where written confirmation of leaving has been received the Student Registry will take the student off role. Where written confirmation has not been received, a letter (Document 4) will be sent home. On receipt of written confirmation or after the 2 week deadline and a signature from HOY or the relevant Senior Tutor the student should be taken off Roll.

PROCEDURES FOR SUBJECT TEACHERS/HEADS OF DEPARTMENT

Subject Registers

A Subject Representative should be chosen at the beginning of the year from each teaching group. They should collect their register from the tray in the sixth form common room on a Monday morning and return it, completed, to the tray on a Friday or first thing Monday morning. The subject tutor **MUST** also take their own register every lesson.

Concern regarding student attendance at lessons

Where a Subject Teacher or Head of Department is concerned at the level of absence of a student and there does not seem to be a genuine reason(s), a BDF should be completed and passed to the HOD and then the HOY or relevant Senior Tutor.

The Head of Department should counsel the student regarding the consequences of absence from lessons and send a letter home (Document 5).

Any unauthorised absence in a week will result in a student losing their EMA for that week.

If an HOD considers a student has seriously compromised their chances of success in the examination because of absence, they should complete a BDF. The HOY will make the final decision on this and if applicable will send a letter (Document 2) to parents. The Admin Office can give you student percentage attendance figures for your subject.

Where there are persistent problems with punctuality in lessons a BDF should be completed and passed to the HOD and then the HOY or relevant Senior Tutor. The student should be counselled by the HOD and a letter (Document 10) should be sent home. Departments may refuse to allow entry to a lesson where a student arrives late without good reason and students should be expected to make up the missed time.

Supported Study

Supported Study is held in the library on a Tuesday and a Thursday from 3.30 pm to 4.30 pm. Subject teachers and HODs can request that students attend to make up missed or overdue work either by completing a BDF or completing the Supported Study register on the sixth form notice board.

(Pages from student planner) – DOCUMENT 1

ATTENDANCE & PUNCTUALITY

*** delete as applicable**

As my son/daughter* is over 18, I give/do not give* my permission for he/she* to account for his/her* own absences.

Signed:

Date:

Home Private Study

The following home private study times have been negotiated with my Form Tutor:

	1	2	3	4	5	6
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Signed (Form Tutor):

Date:

ATTENDANCE								
Autumn Term %		Spring Term %		Summer Term %		FT Comments	Target	Target Achieved = 5 credits
Auth	Unauth	Auth	Unauth	Auth	Unauth			
PUNCTUALITY								
Autumn Term No of lates		Spring Term No of lates		Summer Term No of lates		FT Comments	Target	Target Achieved = 5 credits
Before Reg	After Reg	Before Reg	After Reg	Before Reg	After Reg			

RECORD OF ATTENDANCE AT ENHANCED CURRICULUM DAYS

Date	Attended am	x pm	Reason for any absence	Signed: Parent/Form Tutor
8.9.04				
11.11.04				
7.1.05				
21.2.05				
17.5.05				
1.7.05				

REQUEST FOR LEAVE OF ABSENCE KNOWN IN ADVANCE

I request permission to be absent from school on Date(s)
am pm L1 L2 L3 L4 L5 L6

Reason:

Request granted/denied*

Signed HOY/Senior Tutor

REQUEST FOR LEAVE OF ABSENCE KNOWN IN ADVANCE

I request permission to be absent from school on Date(s)
am pm L1 L2 L3 L4 L5 L6

Reason:

Request granted/denied*

Signed HOY/Senior Tutor

REQUEST FOR LEAVE OF ABSENCE KNOWN IN ADVANCE

I request permission to be absent from school on Date(s)
am pm L1 L2 L3 L4 L5 L6

Reason:

Request granted/denied*

Signed HOY/Senior Tutor

REQUEST FOR LEAVE OF ABSENCE KNOWN IN ADVANCE

I request permission to be absent from school on Date(s)
am pm L1 L2 L3 L4 L5 L6

Reason:

Request granted/denied*

Signed HOY/Senior Tutor

REQUEST FOR LEAVE OF ABSENCE KNOWN IN ADVANCE

I request permission to be absent from school on Date(s)
am pm L1 L2 L3 L4 L5 L6

Reason:

Request granted/denied*

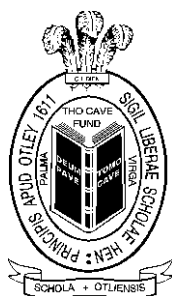
Signed HOY/Senior Tutor

EMERGENCY LEAVE OF ABSENCE NOT KNOWN ABOUT IN ADVANCE

Date	Reason + signed by Parent/FT	How coded by FT?

Document 2

PRINCE HENRY'S GRAMMAR SCHOOL SPECIALIST LANGUAGE COLLEGE



Farnley Lane
Otley
West Yorkshire
LS21 2BB



Headteacher : John Steel B.Ed, M.A.

TEL: (01943) 463524

FAX: (01943) 850978

E-MAIL: info@princehenrys.leeds.sch.uk

Date:

Dear

Student Name

As you will be aware, all students at Prince Henry's are expected to maintain satisfactory levels of attendance for those subjects in which they are to sit external examinations and students who fail to do so without good cause are asked to meet the cost of their examination entry.

As a result of poor attendance in the subject(s) detailed below, Prince Henry's is not prepared to meet the cost of examination entry for (**First Name**) and the amount shown below is now due. Cheques may be made payable to 'PHGS' and should be sent to school by post or by hand for the attention of Mr Shutt.

Failure to submit the payment requested by (**Date**) will result in the withdrawal of all entries shown.

Yours sincerely

Mr TGR Davidson
Head of Year

DOCUMENT 3

FORM FOR TAKING A SIXTH FORM STUDENT OFF ROLL

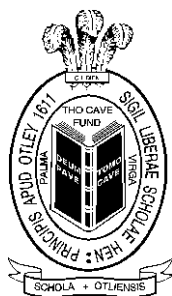
When completed, this form should be passed to RES/WHS for processing.

Name of Student:	Form:
Reason for leaving:	
Destination (if known)	
Has written confirmation of leaving been received from parent/guardian?	Yes/No
If no, send Letter? asking for written confirmation within 2 weeks or the student will be taken off roll.	Letter ? sent Date: Reply expected before Date: Reply Received? Date: Take off roll/leave on roll? No reply received Take off roll
Date of leaving:	Authorised by: HOY Senior Tutor Yr 12 Senior Tutor Yr 13 Signed:
Taken off roll on:	RES/WHS Signed:

Copy kept by RES, copy sent to HOY on full completion

Document 4

**PRINCE HENRY'S GRAMMAR SCHOOL
SPECIALIST LANGUAGE COLLEGE**



Farnley Lane
Otley
West Yorkshire
LS21 2BB



Headteacher : John Steel B.Ed, M.A.

TEL: (01943) 463524

FAX: (01943) 850978

E-MAIL: info@princehenrys.leeds.sch.uk

Date:

Dear

Name of student:

We have reason to believe that the above student has left school and would appreciate written confirmation of this before (Date 2 weeks in advance) so that the student can be taken off the school roll.

If we have not heard from you before the specified date, your son/daughter will be taken off roll.

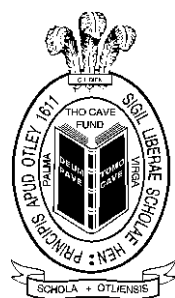
If the student has not left and there are any circumstances that we ought to be aware of please contact us as a matter of urgency.

Yours sincerely

Mr TGR Davidson
Head of Year

Document 5

PRINCE HENRY'S GRAMMAR SCHOOL SPECIALIST LANGUAGE COLLEGE



Farnley Lane
Otley
West Yorkshire
LS21 2BB



Headteacher : John Steel B.Ed, M.A.

TEL: (01943) 463524

FAX: (01943) 850978

E-MAIL: info@princehenrys.leeds.sch.uk

Date:

Dear

Concern regarding attendance

Name of Student:

Form:

According to our records? Has the following level(s) of attendance:

(Give subject(s)/overall + %age(s))

Anything less than 95% causes concern as student achievement is obviously dependent on receiving teaching and support from teaching staff.

Would you please contact us if there are any circumstances surrounding the absence which we might not be aware of so that we can offer support and provide strategies for coping. If your son/daughter is receiving Educational Maintenance Allowance this may be stopped as good attendance is a condition of receiving it.

We will be talking to your son/daughter in the near future and monitoring their attendance in the next half term. They will be set a target and rewarded if the target is met. If there is no improvement in attendance with no genuine reason we may ask you to come into school for a meeting and disciplinary action will be taken according to the Sixth Form Standards for Learning which includes:

- The student advancing a level of the disciplinary procedure
- The student paying their own entry fee for examinations since they have reduced their chances of success

Thank you for your support.

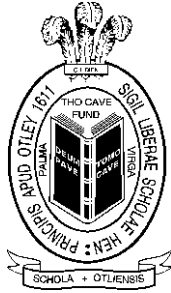
Yours sincerely

Mr TGR Davidson
Head of Sixth Form

or Head of Department

Document 6

PRINCE HENRY'S GRAMMAR SCHOOL SPECIALIST LANGUAGE COLLEGE



Farnley Lane
Otley
West Yorkshire
LS21 2BB



Headteacher : John Steel B.Ed, M.A.

TEL: (01943) 463524

FAX: (01943) 850978

E-MAIL: info@princehenrys.leeds.sch.uk

Date:

Dear

Student's Name:

In the last half term your son/daughter's attendance at school has only been % . As attendance is critical to a student's progress this is giving us cause for concern and we would ask for your support in improving this figure.

We will be talking to him/her in the near future, monitoring their attendance in the next half term and setting them a target. The student will be rewarded if the target is met. If there is no improvement in attendance, sanctions will be given. Students receiving Educational Maintenance Allowance are likely to have it stopped as good attendance is a condition of the learning agreement.

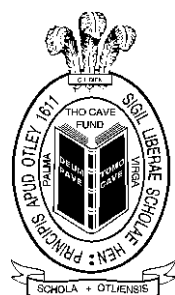
Please feel free to contact us if there are any circumstances surrounding the absence which we might not be aware of or if you would like to come into school to discuss the matter further. If there is no improvement in attendance we may ask you to come into school for a meeting in the future. Thank you for your support.

Yours sincerely

Mr TGR Davidson
Head of Year

Document 10

PRINCE HENRY'S GRAMMAR SCHOOL SPECIALIST LANGUAGE COLLEGE



Farnley Lane
Otley
West Yorkshire
LS21 2BB



Headteacher : John Steel B.Ed, M.A.

TEL: (01943) 463524

FAX: (01943) 850978

E-MAIL: info@princehenrys.leeds.sch.uk

Date:

Dear

Name of Student:

Form:

Punctuality to lessons

Your son/daughter is frequently arriving late to lessons. As well as missing the vital introduction to the lesson, this is causing disruption to the teacher and the rest of the class. We would welcome your support in emphasising that students must be punctual to all lessons.

As your son/daughter has chosen to be in the sixth form, in future if he/she arrives late without a very good reason, he/she will not be admitted to the lesson and will be asked to make up any work missed in his/her own time. 3 lates to a subject's lessons will result in the student advancing one stage of the Standards for Learning disciplinary procedure operated in the sixth form at Prince Henry's.

If there are particular difficulties causing ? to be late please contact me on the above telephone number, otherwise we will expect to see an improvement in (Name of student)'s punctuality to lessons.

Yours sincerely

HOD/Subject Teacher