Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST

Sixth Form Attendance Policy

Last reviewed: September 2025

Next review due: September 2026

Sixth Form Attendance Policy

The highest level of attendance is expected from every student in the Sixth Form at Prince Henry's Grammar School in order that they may receive their full educational entitlement. Everyone associated with the school – students, parents, staff and school governors must do all in their power to ensure that this is achieved, so that each student has the opportunity to develop their full potential. Teachers are expected to fulfil their legal obligation to record attendance as each school session, and to promptly register students in their classes throughout the day. We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our students.
- Building strong relationships with families to overcome barriers to attendance.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and students.
- Regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996.
- Equality Act 2010.
- The Education (Student Registration) (England) Regulations 2006 (as amended).
- DfE (2024) 'Working together to improve school attendance'.
- DfE (2025) 'Children missing education'.
- DfE (2025) 'Keeping children safe in education 2025.
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This policy operates in conjunction with the following school policies:

- Complaints Policy.
- Safeguarding and Child Protection Policy.
- Behavioural Policy
- Student Attendance Policy (whole school)

Duties and responsibilities

Assistant Headteacher – Post-16 and Director of Curriculum and Transition – Post-16

To oversee and monitor Sixth Form attendance and punctuality and update and apply Sixth Form policy as required. To ensure that parents are aware of the Sixth Form attendance expectations and procedures. To oversee and manage targeted intervention for students who are persistently absent. To maintain a high profile of attendance matters by including them as a topic in Key Stage meetings, assemblies and parent information evenings.

Year Manager – Post -16

To support the accurate coding of attendance by communicating with Sixth form and Celebrating Success Assistant daily. To support in the monitoring of Sixth form attendance, co-ordination of action, liaising with personal tutors, parents and other agencies where appropriate to support attendance. To work closely with students in the Sixth Form in order to increase attendance. To authorise students to leave school premises during the day, if necessary, due to ill health and amend Arbor as appropriate.

Admin Assistant: Sixth Form and Celebrating Success Assistant

To support the Year Manager in maintaining accurate records of home study and in implementing action plans regarding monitoring Sixth Form attendance, including contacting parents on the first day of absence if no reason has been given. This will include generating letters home for students whose attendance drops below 90%.

Responsible for collating and checking registers and monitoring the use of the InVentry system for sign in/out and providing weekly reports to form tutors.

Personal Tutor

The personal tutor is responsible for the correct marking of morning registers. They are also the closest staff to the students in their form and must ensure always that the encourage students to maintain a good level of attendance and punctuality at all times. The personal tutor is responsible for issuing standards for learning points to students who are late to form and for failure to sign in for the morning session or in/out for home study correctly using the InVentry system. Personal tutors are also responsible for rewarding good attendance using rewards on Arbor

Parents

Parents are responsible for ensuring that their children attend school whenever it is possible. When occasions arise which make attendance impossible parents are required to inform school at the earliest possible time of the reason for, and the expected length of the absence. Parents are also responsible for providing up to date contact details including more than one emergency contact number.

Students

Students are responsible for making sure that their own attendance and punctuality is maintained at the highest possible level. They are responsible for ensuring that they receive their mark. All students must sign in and out using InVentry whenever they enter or leave the school site. They are responsible for informing school before (if possible) or after absence and for organising with the teaching staff about how to catch up any work missed. They should monitor their own attendance on Arbor and provide reasons for absence to the form tutor for the weekly absence returns where necessary.

Subject teachers

Subject teachers are responsible for taking the register accurately and promptly for every Sixth Form lesson they teach, coding students as late if required, and for issuing SfL points to students who are absent with no good reason or who are late. This is essential if student monitoring is to work effectively.

Student Wellbeing Officer and Sixth Form Study Support Officer

Will work with identified students, in conjunction with Sixth Form team to develop individual plans to improve wellbeing and in turn attendance. This may include mentoring, home visits and parental agreements.

School Governors

The Governing Body will be informed of attendance matters through the Headteacher's report.

First Aiders

First Aiders will record the names and details of students who visit them and liaise with the Year Manager except in cases of emergency.

Procedures for dealing with absence

1. Students will sign in and out using InVentry and this will be checked at morning registration by form tutor
2. Parents will be required to contact the school office via telephone or text before 8.30am on the first day of their child's absence. They will be expected to provide an explanation for the absence, and an estimation of how long the absence will last e.g. one school day.
3. In the event of no contact from home on the first day of absence, the Sixth Form and Celebrating Success Assistant will contact home to ascertain the reason for absence.
4. If the school is not notified of the reason for the absence, it will be recorded as unauthorised. Other absences will be coded in line with the whole school attendance policy. Home study will be recorded as X = post-compulsory education, attendance not required.
5. The Sixth Form team will provide a weekly report on attendance and form tutors will give SfL points where necessary for unauthorised absence or failure to sign in or out via InVentry
6. The school will not request medical evidence in most circumstances of absence less than **5 days** where a student is absent due to illness; however, the school reserves the right to request supporting evidence. The following types of absence will be dealt with in line with the whole school attendance policy:
    - Parental absence requests
    - Illness and healthcare appointments
    - Religious observance
    - Gypsy, Roma and Traveller absence
    - Absence in exceptional circumstances

7. The Assistant Head and Associate Assistant Head will monitor Arbor for problem attendance and identify students for intervention.
8. The Year Manager will discuss attendance issues with the Assistant Headteacher – Post-16 and/or Director of Curriculum Post-16 and strategies for monitoring problem attendance will be identified. Parents will be involved and invited to discuss strategies to improve attendance/punctuality.
9. Appropriate sanctions on the SfL system will be issued to students accruing points for attendance and punctuality issues.
10. Letters will be sent home when attendance drops below agreed thresholds with no clear reason.

Long Term Absentees including SEND and health-related absence

1. If there has been no response to contact with home after 1 week, the year manager will trigger a letter home. Additional phone call at the discretion of the Year manager/Assistant Headteacher Post-16 Learning.
2. After 10 days without a response, a second letter will be sent. If this produces no response, then after 20 days the student will be deemed to have left Sixth Form and will be removed from roll. They will be reported as NEET to Leeds LA.
3. Where there is contact with home and reasons given for absence, including SEND and health related absence, this will be monitored by the Year Manager and all appropriate steps taken to ensure that the student returns to full time attendance.
4. Where attendance continues to be an issue without good reason, attendance contracts will be used, and a governor's attendance panel may be convened.

Reintegration

1. Long term absentees will have a meeting with the Year Manager, and a reintegration plan will be drawn up. This will be appropriate to the needs of the student.
2. The programme will be planned as appropriate in negotiation with the parent, student, SENCO, Year Manager and Assistant Headteacher – Post-16, as well as any other relevant professionals.
3. This may involve phased return to lessons with additional home study given on a temporary basis. The Year Manager will liaise with subject teachers to manage the workload of catching up.
4. Reintegration to a full timetable should be achieved as soon as possible.
5. All staff involved with the student will be informed and be expected to enhance the supportive, positive and welcoming environment when they encounter these students in school.
6. Review will be put in place, as deemed appropriate by Sixth Form team, between tutor, year manager and where necessary parents

Private study periods

Sixth Form students will have a number of private study periods on their timetables. At the start of the year some periods are identified as fixed study periods. These must be spent in school using the library (Year 12 and 13) or the Quad (Year 13 only) for private study. The remaining study periods are flexible study periods which may be taken in the Quad or Library or may be converted to home study during the year according to the relevant protocols.

Home Study periods

At the start of Year 12 all students are permitted to take private study P5 only as home study. At the start of Year 13 all students are permitted to take private study P4 + 5 only as home study. Home study is only permitted in the afternoon apart from in exceptional circumstances. In October and February, students with high levels of attendances, good progress reports and a certain number of study stamps are eligible to opt for additional periods of home study which are added to the timetable. Home study may only be taken on the timetabled home study sessions.

If attendance falls below acceptable levels, home study privileges are revoked, and students above 10 standards for learning red points may not take home study for a designated period. Students must sign out when leaving for home study using the InVentry system. Failing to do so will lead to home study privileges being revoked.

Rewards and incentives

As good attendance is regarded as a priority at Prince Henry's Grammar School it must be given a high profile. This will be achieved by:

1. Stressing the importance of good attendance at Y12 Induction Days and New Y12 Parents' Evening
2. Reminding parents and students of our expectations regarding attendance through the Sixth Form prospectus and handbook
3. Requesting students to monitor their own attendance on Arbor and ensure that attendance is recorded accurately
4. Rewarding good attendance with additional home study
5. Rewarding good attendance with half-termly reward vouchers, termly certificates in achievement assemblies and the end of term attendance draw.
6. Parents will be sent termly attendance figures for their child via the progress reports.
7. Governors will be given regular updates on attendance figures and will be invited to participate as is felt appropriate at school based panel meetings.

Punctuality

Prince Henry's Grammar School Sixth Form expects a high standard of punctuality from all students.

If a student arrives late at school and misses registration they must sign in using InVentry. Students who are late without good reason will receive a SfL Yellow point. If a student is late frequently, the different stages of the standards for learning sanctions will be applied and parents contacted.

Out of School Appointments during the School Day

Where possible, student should avoid making appointments during the school day. This includes booking driving theory tests. If an appointment cannot be rearranged for a time outside the school day then a communication from a parent or an appointment card must be shown to the Form Tutor and Student Reception when signing in or out.

Unauthorised absences

Selected lesson truancies, whole session truancies, unexplained absences (no communication from home or phone call), arriving after registration has closed are each serious unauthorised absences and recorded in the official returns. All colleagues must do their best to discourage these by following up all absences in order to maintain high attendance figures. Students whose absence is unauthorised will receive standards for learning points.

Monitoring and review

The Sixth Form team monitor attendance and punctuality throughout the year. The Sixth Form attendance target is **97%** and the Sixth Form target is for persistent absence to be no larger than **10%.**

The whole or parts of this policy can be reviewed and changed at any time if appropriate and all changes will be communicated to relevant stakeholders. The policy will be reviewed annually by the Assistant Headteacher Post 16 and SLT. The next scheduled review date for this policy is September 2026

Mr M Johnson
Assistant Headteacher: Post-16 Learning