



Prince Henry's Grammar School  
COLLABORATIVE LEARNING TRUST



# Sixth Form Attendance Policy

Last reviewed: September 2020 – updated Jan 2021 in light of InVentory changes

Next review due: September 2021

## **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.

### **Duties and responsibilities**

#### **Assistant Headteacher – Post-16**

To oversee and monitor Sixth Form attendance and punctuality - update and apply Sixth Form policy as required. 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 Year Team meetings, assemblies and parent information evenings.

#### **Year Manager – Post -16**

To support the accurate coding of attendance and to monitor Sixth Form attendance, co-ordinating action, liaising with personal tutors, parents and other agencies where appropriate to support attendance. To attend inclusion team meetings with the Assistant Headteacher – Learner Support to gauge the correct level of intervention for different students. 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.

#### **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.

#### **Personal Tutor**

The personal tutor is responsible for the correct marking of computerised registers, maintaining an accurate record of agreed home study for each student, securing reasons for absence from students and reporting these to the year manager. They are also the closest staff to the students in their form and must ensure always that they 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 Inventory system.

#### **Parents**

Parents are responsible for ensuring that their children attend school whenever it is possible. When occasions arise which make attendance impossible they are required to inform school at the earliest possible time of the reason for, and the expected length of, the absence. On the student's return parents will supply a note in the planner or a letter to explain the absence.

## **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, including signing in when arriving late and signing out where appropriate for home study. They are responsible for bringing notes to school before (if possible) or after absence and for organising with the teaching staff about how to catch up any work missed. They should keep an accurate record of their own attendance in their planner and supply reasons for missing marks on the weekly attendance sheets in form.

## **Student Registry**

Student registry staff are responsible for collating and checking registers and monitoring the use of the InVentry system for sign in/out.

## **Subject teachers**

Subject teachers are responsible for taking the register 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.

## **Attendance and student support**

The Admin Officer – Student Services will carry out targeted intervention around students whose attendance drops below agreed levels in consultation with the Year Manager. This will include letters home.

## **Pastoral Support Officer**

Will work with identified students, in conjunction with Year Manager and Assistant Headteacher – Post-16 to develop individual plans to improve 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. In the event of no contact from home within the first 3 days, or of frequent shorter absences, the form tutor will notify the Year Manager of the absence and the Year Manager will contact home.
3. Student registry will provide form tutors with a weekly attendance sheet and form tutors will annotate with reasons for absence, giving SfL points where necessary for unauthorised absence or failure to sign in or out.

4. The Year Manager will monitor the attendance sheets for problem attendance and update SIMS accordingly.
5. The Year Manager will attend the fortnightly inclusion meeting to deal with attendance problems and discuss appropriate interventions.
6. The Year Manager will discuss attendance issues with the Assistant Headteacher – Post-16 and strategies for monitoring problem attendance will be identified. Parents will be involved and invited to discuss strategies to improve attendance/punctuality.
7. Appropriate sanctions on the Standards for Learning system will be issued to students accruing points for attendance and punctuality issues.
8. Letters will be sent home when attendance drops below agreed thresholds with no clear reason.

### **Long Term Absentees**

1. If there has been no response to contact with home after 1 week, the year manager will trigger a letter home.
2. After 10 days without a response, a second letter will be sent. If this produces no response then after 2 further weeks 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, 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, 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.

**Staff must accept that this is a difficult process, fraught with problems. Although success at first may be limited and slow, it must be accepted that it is school policy to persevere in creating a supportive and welcoming environment.**

Time will be made available for regular communication and reviewing between Personal Tutor, Year Manager and Parents.

Staff will be expected to enhance the supportive, positive and welcoming environment when they encounter these students in school.

### **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 protocols.

## **Home Study periods**

At the start of Year 12 all students are permitted to take up to 3 home study periods per fortnight. At the start of Year 13 all students are permitted to take up to 5 home study periods per fortnight. In October and February, students with high levels of attendances, good progress reports and a number of study stamps are eligible to opt for additional periods of home study. This is arranged via the completion of a home study agreement form and stamped in the student planner.

If attendance falls below acceptable levels, home study privileges are revoked, and students above 10 standards for learning points may not take home study. Students must sign in and out for home study at student reception and failing to do so will lead to home study privileges being revoked.

**NB: The private study and home study arrangements have temporarily been amended due to Covid=19 arrangements. All students are permitted to take home study in the morning until the point their lessons start for the day and may leave for home study once they have finished. Private study lessons in the middle of the day must be taken in the library or Quad depending on year group. Home study privileges will still be revoked for those acquiring significant SfL points.**

## **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 planners.
3. Requesting students to record their own attendance each week in planners and monitor the weekly attendance sheets to ensure awareness of their own performance in this regard.
4. Rewarding good attendance with additional Home Study
5. Rewarding good attendance with termly certificates in achievement assemblies and the end of term attendance draw.
6. Parents will be sent termly attendance figures for their child.
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 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 note from a parent in the planner or an appointment card must be shown to the Form Tutor and Student Reception when signing in or out.

### **Unauthorised absences**

Selected lesson truanancies, whole session truanancies, unexplained absences (no note 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.

The whole or parts of this policy can be reviewed and changed at any time if appropriate. The policy will be reviewed yearly.

**Mrs C Willis**

**Assistant Headteacher: Post-16 Learning**