Redborne Upper School

Sixth Form Attendance Policy

This policy will be monitored annually by the Assistant Head responsible for Attendance (James Trapp).

This policy will be evaluated and reviewed every three years.

This policy is available on the school website, on request to parents and carers, the LA and Ofsted through the Head teacher.

Date approved by governors: October 2026

Date of union consultation:

Date for Review: July 2029

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School Acknowledgement

Redborne takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students.

All post-16 courses are intensive, and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students also have non-contact periods on their timetables for private study and independent work.

If students are granted the privilege of studying at home in their non-contact periods, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should, therefore, aim for at least 95% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously.

Attendance at non-compulsory post-16 study is currently not covered by the law relating to attendance (Section 7 of the Education Act 1996) but is covered by the law relating to safeguarding (Section 175 of the Education Act 2002). Attendance figures are included in any academic reports issued by the school and could be reported in any reference written by Redborne Sixth Form relating to a student's progression to higher education, further education or employment. It is crucial in these highly competitive times, whether applying for work, training or university, that our students have a high level of attendance.

All school staff will work with students and their families to ensure each student attends school regularly and punctually.

The school will acknowledge the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

Sixth Form Attendance Policy

1. Aims

1.1 Redborne Sixth Form aims to:

- Improve the overall percentage attendance of students in the Sixth Form to above 95%
- Make attendance and punctuality a priority for all those associated with the Sixth Form, including students, parents, teachers and Governors
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- Provide support, advice and guidance to parents and students
- Develop a systematic approach to gathering and analysing attendance-related data
- Further develop positive and consistent communication between home and school
- Implement a system of rewards and sanctions
- Promote effective partnerships with external services and agencies
- Recognise the needs and support of the individual student when planning reintegration following significant periods of absence

2. Partnership

2.1 What the school expects of students

- Attend regularly, on time and ready to learn. We expect a student's attendance to be 95% or higher
- Attend registration, study time, tutor time and planned enrichment days
- To report the absence via the agree method, if the student is too unwell to attend school.
- Make every effort to make dental/medical appointments outside of school hours
- Complete an absence request form for all planned absences.

2.2 What the school expects of parents/carers

- to ensure that their child attends school regularly, on time and prepared for the day
- To contact school on the first day their child is absent for any reason and then on all subsequent days if the child is unable to do this themselves

- To arrange medical and dental appointments out of school times whenever possible,
- To avoid taking holidays in term time
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- As part of an attendance plan, students may be required to provide evidence to support all absences such as an appointment card/letter, a copy of a prescription slip with name and date visible or medication packaging with name and date visible.

2.3 What parents/carers and students can expect from school

- A Sixth Form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers

3. Procedures

3.1 Registers are a legal document; great care must be taken to ensure registers are marked accurately and on time. Attendance of all students is monitored and evaluated regularly using the following procedures.

3.2 Registration

All students must be on site by 8:35am and in their form rooms for an 8:40am registration. Throughout the day students will be registered by each subject teacher.

3.3 Absences

If a student is absent from school it is expected that the student/parent/carer contacts the school through the shared Google Form.

3.4 Acceptable reasons for being absent from school, set by the Department for Education:

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has toothache and has an emergency appointment
- A day of religious observance by the religious body to which the pupil's parent/carer belongs
- The student is prevented from attending by an unavoidable cause

- There is a close family bereavement
- 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
- University and Employer Open Days – students may attend no more than three of these events in an academic year on a school day
- Work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance.

3.5 Unacceptable reasons for keeping a child away from school are:

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- Sleeping in
- One child is ill, so all are kept off school
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Driving lessons

3.6 If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence.

3.7 Leave of absence will not be given to enable a pupil to undertake employment during school hours unless it is to engage in work experience arranged through school.

3.8 In-school procedures

We are keen to identify attendance concerns at the earliest opportunity to give parents/carers, students and the school the ability to intervene early and prevent further decline. We will do this by following the procedures outlined below;

3.9 Holidays

Holidays **will not be authorised** in school time. Parents/carers wishing to apply for exceptional circumstances need to complete a Request for Exceptional Term Time Leave form at least 20 school days prior to the absence and submit this to the Sixth Form office. Upon receipt of a Request for Exceptional Term Time Leave, a decision will be made (the Headteacher's decision is final), and parents/carers will be notified verbally, or in writing, of our decision, course of action and how the absence will be recorded on our system.

A copy of this form can be downloaded from the school website

3.10 Unexplained absence process

If a student is absent from school and we have received no communication from either the student or a parent/carer email will be sent to the student's school email account, with parent/carer copied in, requesting a reason for their absence; if no reply is received, this will be recorded as an unauthorised absence.

Please note: Funding regulations dictate that a student MUST be withdrawn from their course of study if they are absent for 20 consecutive school days. The Education and Skills Funding Agency does not distinguish between authorised and unauthorised absence for this purpose [Funding Guidance for Young People - DfE (2023)].

4. Absence Management Procedure

STAGE 1 - Tutor Intervention

Attendance or attendance to lessons below 95%

- Cause for concern interviews will be held with the student's form tutor.
- This early intervention is intended to identify concerns and to provide support/intervention if needed.

STAGE 2 – Year Team Intervention

Attendance or attendance to lessons below 90%

- Students will be invited to attend a meeting with a member of the Sixth Form Team.
- This meeting is an opportunity to discuss in detail the issues/barriers that are impacting your child's attendance to school.
- A letter/email will be sent to parents/carers informing you that this meeting has taken place.
- Attendance will be monitored closely for an agreed period of time by the Sixth Form team.

STAGE 3 – Sixth Form Attendance Lead Intervention

Continued poor attendance or poor lesson attendance (remaining below 90%)

- Parents/carers of the student will be invited into school for a meeting with the Sixth Form Attendance Lead where we will address the main issues and agree targets and support actions to help improve your child's attendance.

- An Attendance Agreement will be issued with targets and action points put into place that are agreed by the Sixth Form Attendance Lead, the student and parent/carer.
- We will monitor and review your child's attendance over the next half-term to identify any significant improvement in their attendance. If this has been achieved, then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous attendance meeting.

STAGE 4 – Head of Sixth Form Intervention

Failure to meet the targets set by the Attendance Agreement

- Parents/carers of the student will be invited to a meeting.
- The student will be asked to meet with the Head of Sixth Form with parents/carers.
- A written warning will be issued if appropriate and the attendance agreement will be re-issued.
- Careers support will be offered to the student where appropriate.

STAGE 5 – Senior Leadership Intervention

Continued failure to meet targets of Attendance Agreement

- Parents/carers of the student will be invited to a meeting with between the Head of Sixth Form, a member of the Senior Leadership team and the student
- The attendance agreement will be reviewed and if no improvement in attendance has been noted the student may be sanctioned
    - the student may be asked to pay for their exam entries; ·
    - the student may not be entered for examinations;
    - Discussions will include how the student's success at sixth form will be jeopardised by continued non-attendance.