



Appendix 5: Sixth Form Attendance and Punctuality Policy

This document details our approach to supporting excellent levels of attendance within our Sixth Form and, where appropriate, this is distinct from our approach with Years 7 to 11.

Reporting absence and/or returning home during the school day

Parents and carers must telephone College each day by 8:25am and explain why their child is unable to attend. Students are not allowed to self-certify their absence to College. Similarly, if a student becomes unwell during the school day, they are not allowed to sign out and go home until they have spoken to a member of the sixth form team.¹

Requesting a leave of absence

Sixth formers may request a leave of absence. Requests should be submitted with at least two weeks' notice. The attendance team monitors the requests, which are authorised by the Head of Sixth Form, with requests for longer periods of absence passed on to the Principal.

Signing in/out of College

Sixth Form students must sign in, using the Inventory system, when they arrive in College and sign out when they leave College premises. It is vital that College maintains accurate records, particularly in the event of a fire alarm.

Every night, Inventory sends the sixth form team an email summary which identifies the students who have not signed out. There are generally two reasons why this happens;

- the student forgets, in which case a simple reminder is required; or,
- the student leaves the College site early and does not sign out so that they do not trigger a response from the sixth form team.

Investigations are carried out where there is due cause to think that the latter has occurred. If a student deliberately leaves the College site early, and does not have a valid reason, they receive a Saturday morning detention.² As with all detentions of this nature, we contact parents and carers and explain why their child has received this sanction.

To maximise students' capacity to progress through their courses, and to minimise unnecessary travel, once students have signed into College they are not permitted to leave again until their timetable allows.

Students receive a Saturday morning detention if they are found to be repeatedly going back and forth from the College site.

Lesson by lesson attendance

Teaching staff are required to complete lesson-by-lesson registers for their Sixth Form teaching groups. This information is shared with the Sixth Form leadership team regularly to inform bespoke intervention with those students who are not attending well. This information is also shared with parents and academic mentors on a weekly basis to ensure a coherent support system is in place for our Sixth Form students.

Academic Mentor lesson

Sixth Form students are required to attend one academic mentoring lesson per week. The lesson is timetabled from 8:25am-8:50am, and in most instances, deliberately calendared on a day when the student has a taught lesson immediately after their academic mentoring session.

¹ See letter to parents/carers: www.emmanuelcollege.org.uk/wp-content/uploads/2024/06/Year-12-Communications-June.pdf

² This entails students missing a timetabled session: i.e. a taught lesson, a personal development lecture/lesson, a directed learning lesson, an academic mentor session.

At the end of each day, the Attendance Officer sends the Head of Sixth Form an attendance register which identifies the students who did not attend AM registration, i.e., academic mentoring.

Given the vital importance of the academic mentor and their contribution to the broader Sixth Form Personal Development programme, we adopt a firm approach with students who do not attend their timetabled academic mentoring lesson without a valid reason.

If a student fails to attend their academic mentoring lesson and does not have a valid reason, they receive a Saturday morning detention. As with all detentions of this nature, we contact parents and carers and explain why their child has received this sanction. If attendance fails to improve, we arrange a meeting with the student and their parents/carers.

Sixth Form Personal Development session

This session is a key part of a student's timetable and their Personal Development programme. Attendance is compulsory and monitored. Truancy from these sessions is considered a disciplinary issue, and a Saturday detention is issued after a conversation with parents/carers.

Directed Learning lessons

Most sixth formers are required to attend six Directed Learning lessons per week (these are listed on a student's timetable as DL). To ascertain whether students are in the correct place at the correct time, the Sixth Form team carries out spot checks in the designated workspaces. If students are found to be deliberately absenting themselves from Directed Learning lessons, we consider this to be truancy and worthy of a Saturday morning detention.

Where a pattern of persistent deliberate truancy from the compulsory sessions above emerges, the student's ID card will be returned to the Sixth Form team. This restricts the student's flexibility and requires them to manually sign in/out at reception.

Weekly attendance report from the academic office

Academic mentors receive a weekly attendance report from the academic office. Each week, academic mentors are asked to discuss attendance with their students, address any concerns, and/or pass on concerns to the Sixth Form team. Where necessary, members of the Sixth Form team will phone parents/carers and/or invite them into College to discuss their child's attendance.

Weekly late to lessons report

The Sixth Form team receives a weekly late to lessons report from the Assistant Vice Principal (Behaviour and Attitudes). The Sixth Form team then communicates any concerns to the students. The first sanction is a warning, which progresses to after-school detentions to make up for lost time. If lateness persists a Saturday morning detention is issued.

Withdrawal of timetable flexibility

After each assessment week, subject teachers are asked to indicate the extent to which their students are making progress academically. Where staff indicate a significant cause for concern about academic progress, the Sixth Form team meet with the students and explain that their timetable flexibility has been withdrawn. This is also communicated to parents via a letter sent via the Head of Administration.

These students are registered daily by the Sixth Form team. Students who are late to College and/or leave early without permission are noted and then followed up during their weekly lecture period or Sixth Form assembly.

The first sanction is a warning, the second sanction is an after-school detention, and the third sanction is a Saturday morning detention. The Sixth Form team phone parents/carers and explain why the Saturday detention was issued.

If a student continues to receive Saturday detentions, their ID card will be returned to the Sixth Form team, and a parental meeting to discuss the appropriate next steps will be arranged. This is dealt with on a case-by-case basis.

In exceptional circumstances, students are put on a daily student support sheet to track attendance to each lesson.

Where teaching staff raise concerns about a student's attendance, the Sixth Form leadership team meet with students, parents/carers to discuss this and agree actions to address the issue at hand.

Monthly Attendance Reporting

On a monthly basis the academic office provides a comprehensive overview of lesson-by-lesson attendance for every student. This is analysed by the Sixth Form leadership team to support effective intervention with students and to identify patterns or trends in students' attendance.