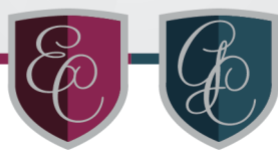


ASSOCIATED SIXTH FORM

Appendix 2: Sixth Form Attendance and Punctuality Policy



This document details our approach to supporting excellent levels of attendance within the Associated Sixth Form.

Reporting absence and/or returning home during the school day

Parents and carers must telephone or email College by 8:15am each day to explain why their child is unable to attend.

Students are not permitted to self-certify their absence to College. If an absence has not been reported, College will attempt to contact parents and carers.

If a student becomes unwell during the school day, they must speak to a member of the Sixth Form Team and/or Welfare Team before signing out and going home. The Welfare Team will determine whether the student needs to go home.

Requesting a leave of absence

Sixth Form students may request a leave of absence. Typically, such requests are made for university interviews, work experience placements, elite sporting events, medical appointments, etc.

Parents and carers should submit a leave of absence request on the student's behalf using the [online form](#), providing at least two weeks' notice wherever possible.

The Attendance Team monitors these requests, which are authorised by the Head of Sixth Form. Requests for longer periods of absence are referred to the Principal for consideration.

Signing in/out of College

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

Students must attend College according to the following schedule:

Year 12 Students

DAY	ATTENDANCE REQUIREMENT
MONDAY	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
TUESDAY	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
WEDNESDAY	8:30am start; 3:40pm finish
THURSDAY	Attend from first timetabled lesson, students may leave College once all compulsory timetabled sessions have ended.
FRIDAY	8:30am start, students may leave College once all compulsory timetabled sessions have ended.

Year 13 Students

DAY	ATTENDANCE REQUIREMENT
MONDAY	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
TUESDAY	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
WEDNESDAY	Attend from first timetabled lesson; 3:40pm finish
THURSDAY	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
FRIDAY	8:30am start, students may leave College once all compulsory timetabled sessions have ended.

Each evening, the Sixth Form Pastoral Lead reviews the day's attendance data and identifies any students who have not signed out. There are generally two reasons why this occurs:

- the student has forgotten to sign out, in which case a simple reminder will be given; or
- the student has left the College site before the end of their timetabled commitments without signing out.

Where there is reason to believe that a student has left College before their timetable allows, this will be investigated. If a student leaves the College site early without a valid reason, they will receive an appropriate sanction, usually an after College detention. As with all detentions, parents and carers will be notified of the reason.

To maximise students' capacity to progress through their courses and minimise unnecessary travel, once students have signed in to College, they are not permitted to leave the College site until their timetable allows them to do so.

Lesson by lesson attendance

Teaching staff are required to complete lesson-by-lesson registers for their Sixth Form teaching groups. This information is monitored throughout the day by the Sixth Form Pastoral Lead, with updates shared with the Sixth Form Leadership Team to inform bespoke interventions for students whose attendance gives cause for concern.

Live attendance information is also shared with parents and carers via the My Child at School App (MCAS). In addition, Sixth Form tutors monitor attendance on a weekly basis to ensure that a coherent and consistent system of support is in place for all Sixth Form students.

Students are expected to arrive punctually to every lesson. If a student is 5 or more minutes late to a compulsory session without a valid reason, they receive an after College detention.

Tutor Group lessons

Sixth Form students are required to attend two tutor group lessons each week. These sessions are timetabled from 8:30am to 8:50am and, in most instances, are deliberately scheduled on a day when the student has a taught lesson immediately afterwards.

Each day, the Sixth Form Pastoral Lead identifies students who have not attended their timetabled tutor group lesson. Tutor group sessions are an important part of the Sixth Form Personal Development programme, and tutors play a key role in supporting students' academic progress, personal development and wellbeing.

If a student fails to attend a tutor group lesson without a valid reason, they receive an after College detention.

If a student's attendance does not improve, a meeting will be arranged with the student and their parents/carers to discuss the concerns and agree appropriate support.

Sixth Form Personal Development Lecture

This session is a key part of a student's timetable and their Personal Development programme. Attendance is compulsory and monitored.

Sixth Form students must sign in using the Inventory system when they arrive. Non-attendance at these sessions is considered truancy and students receive an after-College detention or further sanctions if concerns persist.

Directed Learning lessons

Sixth formers are required to attend six Directed Learning lessons per week if they study 3 A-Levels or equivalent. Students studying 4 A-Levels or equivalent are required to attend eight 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, they receive an after-College detention.

Where a pattern of persistent deliberate truancy from the compulsory sessions above emerges, the student's timetable flexibility is withdrawn, requiring them to be onsite all day, every day.

Withdrawal of timetable flexibility

After each assessment week, subject teachers are asked to indicate the extent to which their students are making academic progress. Where staff identify a significant cause for concern, the Sixth Form team will meet with the student to discuss the concerns and explain that their timetable flexibility has been withdrawn. This is considered on a case-by-case basis, and parents/carers are informed of the decision by letter.

Students whose timetable flexibility has been withdrawn are required to register daily with the Sixth Form Pastoral Lead. Any student who arrives late to College and/or leaves early without permission, in contravention of this arrangement, will be noted and followed up as soon as practicably possible.

The first instance will result in an after-school detention. A second instance will result in a further after-school detention, with parents/carers informed. A third instance will result in an after-College detention and a meeting with the student and their parents/carers.

In exceptional circumstances, a student may be placed on a Student Support Sheet to enable the Sixth Form team to monitor their attendance at each timetabled lesson.

Where teaching staff raise concerns about a student's attendance, the Sixth Form Leadership Team will meet with the student and their parents/carers to discuss the concerns, identify any underlying issues and agree appropriate actions to address them.