

## **Preston Manor Sixth Form Attendance Policy**

### **Aims:**

- To ensure that all students are in school for all timetabled lessons, timetabled supervised study sessions, assemblies and appropriate tutor times
- To ensure students understand the importance of attendance and the implications of poor attendance and punctuality on university/college/future career prospects.
- To ensure that Sixth Form has an accurate record of who is on site, and their approximate location at any one time
- To allow students to take responsibility for their time, but within a learning environment which does not tolerate abuse of the policy

Tutors, Head of Sixth Form (via SIMS) and the attendance officer will monitor attendance. This will be done through the Lesson Monitoring Reports which Form Tutors will check weekly and apply appropriate sanctions. Students will also be aware of their current attendance figures through the Traffic Light Report which Form Tutors will display in form rooms.

The following sanctions will apply:-

100-95% - No action required

94.9-90% - Stage 1 contract

89.9 – 85% - Stage 2 contract

Below 85%- Stage 3 contract

### **Absence**

As with the rest of the school, all absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. Absence will not be authorised for such reasons as shopping, daytrips and birthdays.

If an absence is known in advance, a note signed by parents or a carer must be shown to the tutors and the students should make contact with subject teachers beforehand and ensure that work is collected and completed within the deadline set by the teacher.

When a child is absent from school a text message will be sent home to parents to inform them and in some cases a phone call home will be made. Parents should contact the school on the first day of any absence (0208 835 4080 or by replying to the text message) to let the school know the reason. A written note of any such phone call or other communication will be recorded by the Sixth Form Attendance Officer. On returning to school the student should bring a written note and hand this to his/her tutor in the student planner. If a reason for absence has not been given, a letter will be sent home to parents to ask for a reason to be given.

### **Leave during term time**

As with the rest of the school, parents should not book family holidays during term-time. Only the Head can authorise such an absence and leave will only be granted in exceptional circumstances, such as the death of an immediate family member. In this situation, parents should complete a leave request form (see main school attendance

policy appendix) to the Head explaining the circumstances well in advance of the intended time off. If a student does take a holiday during term-term and is unable to catch up missing work, they may be asked to leave Sixth Form.

### **Year 12 Students**

- All Year 12 students should be on site by 8.40am every day, tutor time and assemblies are compulsory
- Year 12 students are allowed to leave the school site after 11am but must return for all remaining lessons (including supervised study sessions and PSHE sessions) and they must follow the signing in and out procedure.
- Year 12 students can also leave the school site once their final lesson of the day has finished.

### **Year 13 Students**

- If a Year 13 student has a “late start” they need to be on site at least 5 minutes before the start of their first lesson.
- No “late starts” are allowed on Sixth Form Assembly day, which is compulsory for all Sixth Form students. “Late Starts” are cancelled when PSHE falls on Period 1 that day.
- Year 13 students are allowed a maximum of two late starts per week, they are to be considered a privilege and can be removed by the Head of Sixth Form.
- Year 13 students are allowed to leave the school site after 11am but must return for all remaining lessons (including supervised study sessions and PSHE sessions).
- Year 13 students can also leave the school site once their final lesson of the day has finished, providing it is after Period 2.

### **Interventions for students with poor attendance**

Preston Manor Sixth Form operates a staged approach to dealing with students who continue to break the Sixth Form Code of Conduct by having poor attendance to registration and lessons.

#### Stage 1 - Initial poor attendance (95%-90%)

- Poor attendance can be raised as a concern by the Subject Teacher, the Form Tutor or the Head of Sixth Form.
- The Subject Teacher should address the issue of poor attendance in their lesson by meeting with the student and shall give the student a warning about their attendance. They may also wish to involve the Subject Leader and/or parent/carer in the meeting for more impact. The subject teacher should inform the form tutor so they can address the absence issue with the student and reinforce the values of good attendance.
- The Head of Sixth Form must also be informed that a warning has been issued by email.
- The form tutor should follow up the attendance issue with the student. They may also identify general absence in some/all lessons through the weekly Lesson Monitoring Report and address any issues involving the relevant teaching staff. The student would sign a Stage 1 Contract with the Form Tutor and then be placed on attendance report for two weeks with the expectation that attendance improves. A letter will be sent to the parent/carer of the student

informing them of the situation. Once complete, the Stage 1 contract and these reports should be passed on to the Head of Sixth Form for filing.

- The Form Tutor should address poor registration attendance and issue a warning to the student and copy any correspondence to the Year Team. An attendance report would also be appropriate in this circumstance.

#### Stage 2 – Continued poor attendance (89.9%- 85%)

- If an unacceptable level of attendance continues the subject teacher and/or Form Tutor should inform the Head of Sixth Form.
- The Head of Sixth Form would then set up a meeting with the parent/carer to discuss the reasons for the continued poor attendance. The student would then sign a Stage 2 contract in which the student would promise to improve their attendance. The Form Tutor and subject teachers will be informed of the meeting and its outcome.
- Their attendance will be monitored by the Year Team for six weeks with the expectation that it improves.
- Students on a Stage 2 Contract lose their late starts until the attendance is back to an agreed suitable level.

#### Stage 3 – Failure to improve continued poor attendance (84.9% or below)

- Appropriate disciplinary proceedings will be decided by the Senior Management. The parents/carers of the student will be involved in the process. The student will be made to sign a Stage 3 contract. If the student is unable to improve their attendance to all lessons, they may be asked to leave Sixth Form.

## Procedures

### Daily

Event	Who's responsible	Resources Needed	Who's responsible
Registers taken every morning by Tutors. Year 13 late start students are changed by Sixth Form Support	FTs/PB	Registers List of late starts in year 13	FTs/PB
Phone call home to Code R students absent	PB/SW/MK	Daily list of names emailed out	MK/PB

### Weekly

Event	Who's responsible	Resources Needed	Who's responsible
Post Truancy Report completed for all Year 12 and Year 13 Forms (placed into FTs pigeon holes) FTs then check report and sanction students appropriately	PB/SW/FTs	Post Truancy Reports	SW/PB
Weekly Traffic Light Attendance Report displayed in form rooms and discussed with relevant students	PB/SW/FTs	Weekly Traffic Light Attendance Report	SW/PB
Students placed on appropriate staged contracts where appropriate	FTs/SW	Stage 1-3 Contracts	SW/FTs

### Termly Rewards

Event	Who's responsible	Resources Needed	Who's responsible
Names to be displayed on Sixth Form screens	SW/KOA	96+% attendance and punctuality names for the term	PB to run report
Prize for students with outstanding attendance and punctuality (In Assembly)	SW/PB	98+% attendance and punctuality names for the term	PB to run report

**Appendix 2: Preston Manor – Sixth Form Attendance flowchart – Earlier intervention**

**Attendance officer:** Weekly post truancy report for each tutor group and traffic lighted attendance report – given to tutor for attendance and punctuality registration. Shows ALL students.



**Tutors:** If attendance falls below 95% tutor to contact parents and to send Stage 1 Contract to parents. Student placed on report.



**Tutors:** Form tutor monitors for a further two weeks. At end of 2 weeks Form Tutors to pass on reports to Head of Sixth Form



**Head of Sixth Form:** If attendance falls below 90%, Head of Sixth Form to contact parents and organise meeting to discuss Stage 2 Contract with student and parents. Student placed on Stage 2 report.



**Head of Sixth Form:** Head of Sixth Form monitors for a further two weeks.



**Deputy Head/Head of Sixth Form:** If attendance falls below 85% Head of Sixth Form will invite parents in once again, student placed on Stage 3 contract and if attendance does not improve could be asked to leave Sixth Form

**Key:**

Green – 95-90% or above

Amber – between 89.9% and 85%

Red – 84.9% or below

**School target – 96%**

## Stage 1 Study Contract

- As agreed at the meeting on    attended by Form Tutor and (name of student)

<b>Student's Name:</b>	<b>Date:</b>
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### **Study Rules Broken:**

- Failure to adhere to the VI Form Code of Conduct
- Poor Attendance

### **Targets Set:**

- Meet all expectations within the VI Form Code of Conduct
- Have 100% attendance and punctuality to registration
- Have 100% attendance and punctuality to lessons
- Be up-to-date with all work in each subject including PSHE

### **Review Date / Time:**

- 

***This contract takes effect as of date of signing and will remain in place for the duration of the student's programme of study. Any actions in breach of the contract may lead to the student being asked to leave the VI Form immediately in case of a serious breach.***

Signed (student):

Signed (parent / guardian):

Signed (Form Tutor):

## Stage 2 Study Contract

- As agreed at the meeting on    with Mr Wallman (name of parents and student)

<b>Student's Name:</b>	<b>Date:</b>
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### **Study Rules Broken:**

- Failure to adhere to the VI Form Code of Conduct
- Continued poor attendance to Sixth Form

### **Targets Set:**

### **Review Date / Time:**

***This contract takes effect as of date of signing and will remain in place for the duration of the student's programme of study. Any actions in breach of the contract may lead to the student being asked to leave the VI Form immediately in case of a serious breach.***

Signed (student):

Signed (parent / guardian):

Signed (Assistant Head – Head of Sixth Form):

## Stage 3 Study Contract

- As agreed at the meeting on with Mr Wallman, Deputy Head (name of parents and student)

<b>Student's Name:</b>	<b>Date:</b>
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**Study Rules Broken:**

- Serious breach to the VI Form Code of Conduct
- Continued poor attendance to Sixth Form

**Targets Set:**

**Review Date / Time:**

***This contract takes effect as of date of signing and will remain in place for the duration of the student's programme of study. Any actions in breach of the contract may lead to the student being asked to leave the VI Form immediately in case of a serious breach.***

Signed (student):

Signed (parent / guardian):

Signed (Assistant Head – Head of Sixth Form):



## Stage 1 Letter from Form Tutor

<Date>

Dear <Parent Name>

**re: <Student Name and Form>**

I am writing to inform you that <name>'s attendance rate has now dropped below 95%. This is obviously very concerning and will be impacting on their studies. Therefore <name> will be signing a Stage 1 Contract with me at school and be placed on attendance report for two weeks with a view to improving their punctuality and attendance to school. I would ask you to support the improvement by signing the report every night for the next two weeks.

If <name> is unable to improve their attendance I will be referring the case to Mr Wallman, who will invite you into school for a Stage 2 meeting.

Thank you for your continued support.

Yours sincerely,

**<Form Tutor Name>**

cc. Mr Wallman  
Assistant Head – Head of Sixth Form