



# Kesgrave Sixth Form Attendance Protocol

## Aims:

- To achieve the goal of full attendance, to ensure all students attend all lessons, registration and Personal Tutor meetings.
- To ensure regular attendance to maximise student progress and achievement.
- To make certain students attend registration to receive notices, information, opportunities and to follow the tutorial programme. This programme is designed to support students throughout their studies and to prepare them for their next steps beyond Sixth Form. Topics include study skills, effective revision, introduction to higher education, UCAS, careers advice, as well as many other sessions to prepare students to be well-rounded, independent young people. Tutors also monitor academic progress of all students in their care.

## Monitoring:

- Each student's attendance at morning registration, or Personal Tutor meetings, is recorded by tutors.
- Each student's attendance is recorded by subject teachers in individual subject lessons.
- Students who give cause for concern are subject to tracking procedures which will involve tutors, subject teachers, Head of Year, parents and Director of Sixth Form.

## Truancy Call:

- Each student's absence from morning registration will receive an automated text message to a parent regarding their absence.
- Replies from parents will automatically be uploaded into SIMS and coded accordingly. Non-replies will automatically be coded as unauthorised absence.

## The Effects of Poor Attendance:

- Attendance affects both learning and student grades.
- Attendance below 90% equates to the loss of half a day and half a grade.  
Below 80%; a full day and a drop of one whole grade.
- References requested for UCAS, training courses and employers will include a student's attendance record.

## Reporting Absence because of Illness:

- If students are unable to attend Sixth Form, a Parent or Carer should ring 01473 624855 (option 2 – to leave a message giving a reason for their absence, option 3 – to speak to someone) or email [6thformoffice@kesgrave.suffolk.sch.uk](mailto:6thformoffice@kesgrave.suffolk.sch.uk) before 9.00 a.m. on every day of absence.

## Authorised Absence:

- If students are absent for one of these reasons, the absence will be "authorised" and teachers will mark the register accordingly. For most of these absences tutors should be notified in advance that they are going to be absent.

<b>Reasons for Absence</b>	<b>Evidence Required</b>
A medical appointment that cannot be arranged outside school hours (i.e. not a routine doctor's or dental check-up but a hospital appointment with a specialist that cannot be negotiated).	Appointment card or letter. Text message. Parent/carer phone call or email.
A visit to a University open day or a career related interview.	Student to sign Open Day Book.
A work experience placement.	Student to complete work experience form and return to Sixth Form Office.
A need to look after a family member or other person for whom the student has a caring responsibility (this cannot be a regular occurrence, nor can it be to care for someone for whom the student is not identified as a carer).	Letter from parent or carer or relevant social service or a phone call or email.
Participation in a school organised visit that supports the student's school study.	Confirmation from trip organiser.
Participation in a sporting, volunteering, performing or presentational activity as a representative of the school.	Confirmation from activity organiser.
Exceptional family circumstances, e.g. attendance at a funeral.	Letter from parent or carer. Parent/carer phone call or email.
Severe disruption to transport which leaves student with no alternative method of transport. This does not apply to missing a bus or being held up in traffic.	Phone call or email.
Driving Test	Appointment card/letter/text message. Parent/carer phone call or email.
Driving lessons in one study period per week.	Completion of driving lesson form.
Illness  In case of persistent illness, a doctor's note will be requested after 7 days' absence.	Parent/carer phone call or email..

## Unauthorised Absence:

- The school does not authorise absence for the following reasons:
  - Holidays
  - Part-time or full-time work which is not part of the student's programme of study
  - Leisure activities
  - Birthdays or similar celebrations
  - Child-minding siblings or looking after people for whom the student is not identified as a Carer
  - Shopping
  - Festivals
  - Non-emergency Dental appointments
  - Non-emergency Doctor's appointments

Requests for exceptional leave of absence should be made using the appropriate form. These can be obtained from the Sixth Form Office and should be returned to Mrs Smith/Miss Ormsby for consideration by the Director of Sixth Form.

## Monitoring Attendance:

At the beginning of each term, parents to be contacted via Parent Mail reminding them of the attendance protocol.

- Actions to address attendance issues:
  - Heads of Year will monitor attendance and punctuality on a weekly basis and will intervene where necessary using the following system:

**Step 1** – If a pattern of poor attendance/punctuality is noted, a meeting will be arranged with the student to discuss the issue. Appropriate targets will be set. The student's attendance/punctuality will then be monitored closely for two weeks.

**Step 2** – If no improvement is seen within two weeks, the student will be put on daily attendance/punctuality checks for two further weeks. This will be reviewed at the end of each day by the Head of Year. A letter will be sent home to parents informing them of this step.

**Step 3** – If attendance/punctuality remains poor, a meeting with the student, Parent/Carer and Head of Year will be arranged.

**Step 4** – If, despite all intervention work, there is no improvement and attendance is below 90%, the school reserves the right to charge for exam entries.

If attendance falls below 85% this is deemed by the government to denote a persistent absentee and unless there are exceptional and extenuating circumstances, students will be withdrawn from their courses.

Students in receipt of the bursary will have some of their funding withdrawn on a sliding scale depending on attendance levels; 90% attendance - 10% reduction, 80% - 25% reduction, 70% - 50% reduction.

**Step 5** - If a student is absent for 28 consecutive days, they will be removed from roll immediately.