



Kesgrave Sixth Form Attendance Protocol

Introduction:

Attendance matters in all phases of education and indeed employment. When students choose Sixth Form, they have chosen full-time education and therefore students should attend school every day as far as possible. All students should aim for 100% attendance. When attendance drops, research shows that for the vast majority of students, it has a detrimental effect on the academic outcomes and subsequent choices the young person has available to them. It can also create negative routines and habits that are hard for the young person to change. Good attendance is important in the workplace and we hope that this step supports students' readiness for life beyond Sixth Form.

All Sixth Form curriculum have a sizeable curriculum content and heavy workload. Any absence means work missed that is a part of the course of study.

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.

Registration:

Year 12 students must 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.

Year 13 students must attend their personal tutor meetings which occur once a fortnight.

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.

Earned Autonomy:

- For the first half term of Year 12, all students need to be in school all day, every day.
After the first Settling in Check in Year 12, students who successfully manage the transition to Sixth Form can leave the school site during the school day. These students must sign in and out using the sign-in/out book in the LRA. Failure to do this could result in the revoking of this privilege.
Students in Year 12 and Year 13 who are struggling to manage their workloads and deadlines will have Independent Study sessions added to their timetables. These sessions are compulsory, and the student must register and attend these sessions.
If there are concerns regarding attendance and punctuality, earned autonomy will be revoked.

Teacher Absence

- There will be occasions when the teacher will not be present for a lesson. In these circumstances, work will be set on Firefly/via email with the expectation that this work is completed when the lesson is scheduled to take place. Students should ensure they check Firefly/email carefully and follow the instructions given, as there are times when replacement teachers are offered, or that work will be checked within the lesson and therefore attendance is required.

Reporting Absence:

- 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 before 9.00 a.m. on every day of absence.

Authorised Absence:

- We understand that there are special circumstances where absences are necessary. They include the following:

| Reasons for Absence | Evidence Required |
|---|--|
| The student is too ill to leave the house or has an unavoidable medical appointment. | Appointment card/letter/text message or Parent/carer phone call or email. |
| A day of religious observance as followed by the family. | Parent/carer phone call or email. |
| A close family bereavement. | Parent/carer phone call or email. |
| Interviews for courses/employment that will begin after the end of their time in Sixth Form. | Parent/carer phone call or email. |
| University and Employer Open Days – students may attend no more than four of these events in an academic year. | Confirmation from university/employer or Parent/carer phone call or email. |
| 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. | Confirmation from work experience provider. |
| Driving Test | Appointment text message or Parent/carer phone call or email. |
| Driving lessons in one study period per week. | Completion of driving lesson form. |

Holiday Absence:

We understand the temptation to book a holiday in term-time, however holidays for whatever reason cannot be authorised. We hope that students can enjoy cheaper and more extended holidays when their exams are over by the end of June in Year 13.

Requests for exceptional leaves of absence should be made using the appropriate online form.

Monitoring Attendance:

Year 12

Tutors will register form and PSHEE attendance in SIMS. Mark absence with a N, lates with an L and log the minutes as a comment.

In form time, Tutors will also monitor attendance to lessons in SIMS. Mrs Lankester will run a report of missed lessons each week and share with Tutors and Head of Year. Concerns sent to Head of Year from teaching staff will be forwarded to Tutors to follow up on in the first instance.

Tutors and Heads of Year will intervene where necessary using the following system.

Year 13

Year 13 Personal Tutors will register attendance to fortnightly Tutor meetings in SIMS in the AM registration column. They will mark absence with an N, lates with an L and log the minutes as a comment.

As part of the Year 13 meetings Tutors will monitor attendance to lessons. Mrs Lankester will run a report of missed lessons each week and share with Personal Tutors and Head of Year. Concerns sent to Head of Year from teaching staff forwarded to Personal Tutors in the first instance.

Personal Tutors and Heads of Year will intervene where necessary using the following system.

STEP 1 (Year 12) – Attendance report run once a half term. Any student below 95% receives Step 1 letter. Tutors discuss attendance issues privately with the student and informal targets are set. Reviewed in 4 weeks. This is logged on Edukey.

STEP 1 (Year 13) - Attendance report run once a half term. Any student below 95% receives Step 1 letter. During Personal Tutor meetings attendance issues are discussed and informal targets are set to be reviewed in 4 weeks. This is logged on Edukey.

STEP 2 (Years 12 and 13) - If attendance remains below 95% Step 2 letter is sent. Head of Year meets student and monitors attendance for 4 weeks. Students placed on Study Support 1. This is logged on Edukey by Head of Year.

STEP 3 (Years 12 and 13) - If attendance remains below 95% Head of Year meets student with parents. Targets are set to be reviewed in three weeks. Students placed on Study Support 2. This is logged on Edukey.

STEP 4 (Years 12 and 13) - If targets from Step 3 are not met Head of Year puts in place a Student Support Stage 3 Contract.

From this point, while 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 (Years 12 and 13) - If a student is absent for 20 consecutive school days, they will be removed from roll immediately.