



The Warriner School - Sixth Form Attendance Policy

Overview

This attendance policy has been drawn up to clarify expectations of students in Sixth Form at the Warriner School. High levels of attendance and excellent punctuality are both characteristics of students who achieve their potential. Research shows that poor attendance and punctuality have a detrimental effect on outcomes. Attendance below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades below when attendance falls below 90%. It is, therefore, a key area of focus for the Sixth Form Team at the Warriner School. Our aim is to reduce the number of students with attendance of less than 90% and we have an aspirational target of 97% for the whole Sixth Form.

Expectations

Sixth Form students are expected to maintain a cumulative attendance rate of 95% or more. Students are expected to attend **all** timetabled lessons, including tutorials and assemblies where deemed appropriate. Students must attend tutor time each morning from 8:35-8:50am.

Students should make every effort to make medical/dental appointments out of school hours; if this is unavoidable we do expect an email/letter/phone from parents/carers in advance of the appointment.

If students do need to leave the site during normal school hours they should only do so having notified Mrs Viggers and/or the Head of Sixth Form.

The minimum attendance rate expected is 95%. Poor attendance could result in the following:

- Students may be asked to pay for their exam entries
- Student is not entered for examinations
- Student is asked to leave the Sixth Form

If a student's attendance over the school year is..	..they will miss this many days..	..and this many lessons
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Further Authorised Absence

Any planned absence Mrs Viggers and/or the Head of Sixth Form must be notified in advance. This should be in writing from the student's parent /carer/guardian.

This can include:

- Up to five University open days, in line with the UCAS application form
- University, college and job interviews
- Hospital or consultant appointment
- Religious celebrations

Responsibilities

Subject teachers are expected to complete a register using SIMS during each lesson. This is vital in alerting the Sixth Form Team to any unexplained absences. The Sixth Form Team are responsible for monitoring attendance patterns within the Sixth Form and a policy of intervention is to be followed at all times. Parents/carers/guardians have overall responsibility for their son/ daughter's attendance and should contact the school as appropriate to inform of absence and discuss any concerns. Students are responsible for their attendance and punctuality. They should arrive on time for all lessons, tutorials and other timetabled sessions.

The Warriner School Attendance Stages of Intervention

STAGE 1 – Tutor Intervention

Concern raised for attendance figures below 95% for lesson or registration OR for absence deemed unacceptable by the subject teacher/form tutor.

Poor attendance can be raised as a concern by the Subject Teacher, the Form Tutor and the Attendance Officer.

The Form Tutor should address the issue of poor attendance in tutor time by meeting with the student about their attendance and contact the parent/carers/guardian to make them aware of the situation. Subject teachers 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 or in writing. This intervention needs to be discussed with the Attendance Officer

Attendance will be monitored closely for two weeks.

STAGE 2 – Head of Sixth Form Intervention

Verbal Warning & Attendance Agreement

If an unacceptable level of attendance continues the subject teacher and/or Form Tutor should inform the Head of Sixth Form.

A letter/email will be sent to the parent/carer/guardian of the student informing them of the situation.

A *Verbal Warning* will be issued and the tutor will ask the student to sign an Attendance Improvement Agreement agreed by the Head of Sixth Form and the student.

Head of Sixth Form and subject teachers will be informed of the meeting and its outcome.

Their attendance will be monitored by the Form Tutor for two weeks. This intervention will be recorded by the Attendance Officer.

Lunchtime time signing-out privileges will be withdrawn.

Students will be expected to sign out with Mrs Viggers at the end of the afternoon session at 3.00pm.

STAGE 3 – Year Team Leader Written Warning and Parental Meeting

Failure to meet the requirements set by the attendance agreement.

A letter will be sent to the parent/carer/guardian of the student concerned informing them of the situation and inviting them to a meeting. The offending student will be asked to meet with the Head of Sixth Form with parent/carer. The form tutor will also be invited to attend. A Final Written Warning will be issued. An Attendance log will be issued – student loses study periods if applicable. This intervention will be recorded by the Attendance Officer.

STAGE 4 – Senior Management Intervention

Possible Removal from Courses

Continued failure to meet attendance requirements

Appropriate disciplinary proceedings will be decided by the Senior Management. The parents/carers of the student will be involved in the process. Punctuality is also very important.

If a student is late on 2 or more times within a week they will need to be put in for an afterschool detention that will be based in the Sixth Form Centre (3.30 -4.30 Monday).

If we have a concern regarding a student’s attendance we will discuss the matter with the student and then notify parents/carers as a matter of courtesy. The thresholds for different attendance levels and the resulting actions are listed below:

Attendance Level Action

97 – 100%	Your reference will highlight excellent attendance and real commitment to your studies.
95 – 97%	Your reference will highlight good attendance. This is the minimum level to receive lunchtime sign-out privileges and to be considered for Home Study in Year 13.
93 – 95%	Attendance is a concern and it is important that you do not let it slip. Home Study for Year 13 will be reviewed and removed unless there are extenuating circumstances. The decision of the Head of Sixth Form is final.
90 – 93%	Your Form Tutor / Personal Tutor will interview you and contact home as required. Privileges will be removed and study periods will be supervised. You are beginning to endanger your reference and academic success.
Below 90%	Your Head of Sixth Form will interview you. Unless there are clear, legitimate reasons for your absence, you will be placed on an Attendance Contract and your place in Sixth Form is at risk. Your parents/carers will be contacted.
Below 85%	The Assistant Head (KS 5) and your Head of Sixth Form will interview you. Unless there are clear, legitimate reasons for your absence, you may be asked to leave the Sixth Form. Should you wish to complete your examinations, you will have to pay for them as an external candidate.