



# ERASMUS DARWIN ACADEMY

Policy Title:	<b>Sixth Form Attendance Policy</b>
Policy Reference:	A5
Version:	1.1
Member of Staff Responsible:	Principal
Status:	Recommended
Date adopted by governing body:	13 July 2020
Date for review:	March 2021
Date reviewed:	27 June 2017 22 March 2018 9 April 2019

<b>Change Record</b>		
Version	Date	Description
1.1	13/07/2020	Amendments to 4e and Appendix 1
1.2		
1.3		
1.4		

**“Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the “Safeguarding Policy”.**

## **Sixth Form Attendance Policy**

### **1. Duties on Sixth Forms, colleges and other training providers**

- a. ESA 2008 placed two RPA-related duties on providers with regard to 16 and 17 year olds: Section 11 places a duty on schools to exercise their functions, where possible, so as to promote good attendance to enable young people to meet their duty to participate. (Participation of young people in education, employment or training para 36– Statutory guidance for local authorities – September 2016)
- b. Section 13 places a duty on all educational institutions (maintained schools, academies, colleges, and education and training providers) to tell their local authority when a young person is no longer participating. This duty is applicable if a young person leaves an education or training programme before completion (i.e. 'drops out') and enables local authorities to take swift action to encourage the young person to re-engage.
- c. Sixth forms can set their own attendance requirements and can remove students if their attendance falls below expected standards. Attendance requirements should be stated in the Sixth Form prospectus and/or on its website.
- d. The government's statutory guidance on exclusions says on page 3 that it applies to all pupils attending a school, including those below or above compulsory school age, such as those attending nursery classes or sixth forms. Sixth-form students in all maintained schools, academies, free schools and pupil referral units (PRUs) have the same rights as all other pupils following an exclusion, and schools must follow the guidance when excluding sixth-form students.

### **2. Responsibility for monitoring attendance**

The Director of Sixth Form has the responsibility to maintain and improve regular attendance. The Sixth Form Administrator monitors registers and attendance, and informs the Director of Sixth Form which students have low or falling attendance. Regular meetings with the attendance officer are also held to monitor students' low or falling attendance.

The Director of Sixth Form then may follow up by:

- Communicating with parent(s)/carer(s) by email or phone
- Seeing a student in school
- Seeing a student and parent/carers in school
- Liaising with/ referring to other professionals or agencies

The outcome of any intervention is communicated back to Director of Sixth Form

### **3. Motivation and rewards**

- a. Students in the Sixth Form are recognised and praised for good attendance and punctuality through assemblies and termly letters home. Good attendance and punctuality is a pre-requisite to students being awarded Flexible Study Privilege in Years 12 and 13.

#### 4. Procedures for monitoring attendance

- a. Education is a partnership between the home and the school. Families have a right to expect that school will keep them informed about attendance. In September 2015 legislation was amended to require children to continue in education or training until the end of the academic year of their 18th birthday. If a child is registered in the Academy Sixth Form, it is the parents who have the primary responsibility for ensuring that their child attends regularly.
- b. In the case of an unplanned absence, parents/carers are expected to notify the Sixth Form Administrator each day of their child's absence. They will be asked to give a reason for absence and an expected return date.
- c. The Sixth Form Administrator will contact home on the first day of absence if the Academy has not received notification from a parent/carers. This will continue for each day a student is absent and no explanation has been given by a parent/carers.
- d. If no contact has been made by the parent/carers by the third day of absence, an email/letter will also be sent home.
- e. All students are monitored fortnightly on their level of attendance as explained below. The Sixth Form Administrator emails an updated Attendance Report to the Director of Sixth Form. The Attendance Report shows all students with an attendance of less than 90%.

<b>95% plus</b>	<b>90% - 95%</b>	<b>80% - 90%</b>	<b>Below 80%</b>
<p>Good</p> <p>- No action required</p>	<p>Moderate Concern</p> <p>Tutor to discuss attendance with student, discuss potential strategies and monitor</p>	<p>Cause of Concern</p> <p>- Director of Sixth Form to discuss attendance with student, parents informed by letter of attendance, potential use of attendance report card.</p> <p>- Failure to move towards 90% may lead to a student losing their place in the Sixth Form.</p>	<p>Serious Concern</p> <p>- Director of Sixth Form to discuss attendance with student and parents.</p> <p>- Parents informed of attendance by letter and medical evidence will be required for any further absences.</p> <p>- Failure to move towards 90% may lead to a student losing their place in the Sixth Form.</p>

- f. If a student is present in school and fails to attend lessons, the academy will contact parents, and the student will be placed on an attendance report card to monitor their attendance in all lessons. They will also be required to complete all tasks missed. Repeated incidents of truancy may result in a student losing their place in the Sixth Form.

## **5. Unplanned Absence from school**

- a. Notification must be provided by parents or carers for all absences from the Academy on a daily basis. Every half-day absence from the Academy has to be classified by the school as authorised or unauthorised. The decision as to whether to authorise the absence rests with the Academy.

## **6. Authorised absence**

- a. This includes serious illness and urgent medical/dental treatment. The school may authorise an absence for illness if it has received an explanation from a parent/carer. Letters regarding absence and, where applicable, medical certificates should be given to the Sixth Form Administrator. Medical or dental treatment that is either urgent or cannot be made outside school hours can also be authorised. For example, certain specialist clinics or consultant appointments may have to be made during the school day. However, attempts should be made for most routine dental or GP appointments to be made outside of school hours. Parents are encouraged to inform the school prior to these appointments, by using our request for Sixth Form absence form and including a copy of the appointment letter, where possible. Additionally, the school may support students with health difficulties through the involvement of the school nurse or by drawing up an individual attendance plan to support attendance.

## **7. Days of Religious Observance**

Such absences can be classified as authorised. Parents should inform the school in advance if a student will be absent from school for a day of religious observance.

## **8. Family holidays**

In line with the philosophy of 'Every Lesson Counts', the vast majority of cases, term time absence for a holiday will not be authorised. If a family does need to take a student away from school for any length of time, no matter how short, the 'Application Form for Leave of Absence' (available at the main reception desk) must be completed. Requests for holidays will not be granted during exam periods or during periods of exam preparation. Retrospective requests will not be granted.

## **9. Special Occasions/ Family Emergencies**

Schools have discretion over whether to authorise absences for these reasons and will consider the following factors:

- the nature of the event
- the frequency of requests/absence required
- whether advance notice was given
- the overall attendance of the student
- any other extenuating circumstances

## **10. Close Family/Friend Bereavement**

The school has discretion to authorise absence for an agreed period in such circumstances. Early contact from the family is recommended, and where appropriate referrals can be made to the Director of Sixth Form or the school counsellor for support and guidance for both students and families.

## **11. Punctuality**

Lateness to school or lesson is not tolerated at Erasmus Darwin Academy. If a student arrives late to school (after 8.40am, Mon, Tues, Thurs or Fri or 8:35 on Wed) or arrives late to a lesson, they will be issued with an appropriate sanction.

## **12. Unexplained Absences**

If any child is absent for whom the parent/carer has not yet phoned or emailed to explain the reason of absence, this absence will be followed up with parents/carers. If there is no response to the email within two weeks, the absence will be registered as unauthorised.

## **13. Unauthorised absences**

Any absence where the school does not receive information from the family, or when the reason for the absence is one that the school cannot authorise, is an unauthorised absence. If there is any doubt as to whether an absence should be authorised the Director of Sixth Form will make the final decision. In the case of persistent unauthorised absences, this could also result in an Early Help Assessment being initiated.

## Appendix 1: Stages and actions for students failing to meet

Stages	Description
<p><b>1</b> Tutor intervention</p> <p><b>Warning issued for attendance figures below 95% for lesson or registration OR</b> <b>For absence deemed unacceptable by the subject teacher/tutorial teacher</b></p>	<p><b>Moderate Concern - Initial poor attendance figures 90-95%</b></p> <ul style="list-style-type: none"> <li>Poor attendance can be raised as a concern by the Subject Teacher or the tutor</li> <li>The <b>Subject Teacher</b> should address the issue of poor attendance in their lesson by speaking with the student and shall give the student a <b>Warning</b> about their attendance, which should be logged on SIMS. They may also wish to involve the Subject Leader and/or parent/carer for more impact. The subject teacher should inform the <b>tutor</b> so they can address the absence issue with the student and reinforce the values of good attendance.</li> <li>The <b>Tutor</b> should follow up the attendance issue with the student. They may also identify general absence in some/all lessons and address the issue (as above) involving the relevant teaching staff. In this case they <b>must</b> copy any correspondence to the Director of Sixth Form and issue a <b>Warning</b> to the student about their attendance, logging this on SIMS.</li> </ul>
<p><b>2</b> Director of Sixth Form</p> <p><b>Verbal Warning/Attendance Agreement</b></p>	<p><b>Continued poor attendance – failing to remain above 90%</b></p> <ul style="list-style-type: none"> <li>If an unacceptable level of attendance continues, the subject teacher and/or the Sixth Form Administrator should inform the Director of Sixth Form</li> <li>A <b>Verbal Warning</b> will be issued and the student will be asked to sign an <b>Attendance Agreement</b> agreed by the Director of Sixth Form and the student.</li> <li>A letter will be sent to the parent/carer of the student informing them of the situation and their current attendance percentage.</li> <li>The Tutor, tutorial teacher and subject teachers will be informed of the meeting and its outcome.</li> <li>Their attendance will be monitored for six weeks.</li> <li>An attendance report card may be issued.</li> <li>After six weeks of acceptable attendance the student will be removed from the attendance file.</li> </ul>
<p><b>3</b> Director of Sixth Form</p> <p><b>Written Warning/Attendance Card</b></p>	<p><b>Failure to meet the requirements set by the attendance agreement</b></p> <ul style="list-style-type: none"> <li>The offending student will be asked to meet with the Director of Sixth Form.</li> </ul> <p>Parents will be informed by telephone</p> <ul style="list-style-type: none"> <li>A <b>Written Warning</b> will be issued and logged on SIMS.</li> <li>A letter will be sent to the parent/carer of the student informing them of the situation.</li> <li>An attendance card will be issued</li> <li>After six weeks of acceptable attendance the student will be removed from the attendance file.</li> </ul>
<p><b>4</b> Director of Sixth Form</p> <p><b>Possibly request to leave the Sixth Form</b></p>	<p><b>Continued failure to meet attendance requirements</b></p> <ul style="list-style-type: none"> <li>Appropriate disciplinary proceedings will be decided by the Director of Sixth Form.</li> <li>The parents/carers of the student will be involved in the process.</li> <li>This could involve a student losing their place in the Sixth Form</li> </ul>