

Attendance Monitoring Protocol

Attendance over 97%

This is good attendance. The student will be eligible for rewards that are linked to attendance



Stage 1 - Attendance between 94-97%

Form tutor monitors attendance and has discussion with student about strategies to ensure good attendance



Stage 2 - Attendance drops below 94%

KS5 Coordinator puts support in place:

Discussion about strategies to ensure good attendance; review of Sixth Form contract; increased supervised study; contact with parents. Students in receipt of bursary may have payments reduced/withheld



Stage 3 - Attendance below 90%

Attendance below 90% is persistent absenteeism

KS5 Coordinator contacts home. Increased supervised study; contact with parents. Students in receipt of bursary may have payments reduced/withheld

Additional Support Contract in place for 2 weeks.

Poor attendance impacts academic progress and is likely to jeopardise a Year 12 student's progression to Year 13.

Continuing poor attendance

Students may lose their privilege to leave at lunchtime.

If persistent absence, an Attendance Contract will be put in place and monitored.

Parents/carers will be brought into school for a meeting with Head of Sixth Form.

Where attendance causes such a negative impact on learning, the right of the student to free examination entry will be reviewed. Students in receipt of bursary may have payments reduced/withheld

Students risk losing their place in Sixth Form if attendance falls below 85% or a student fails to attend for a period of 4 weeks

Absence	Authorised?	Procedure
Minor illness (e.g. headache, stomach ache)	No	
More serious illness (e.g. vomiting)	No	Parents/carers should inform the school via Studybugs, email or telephone before 8.40am on the day of absence.
Unavoidable medical/personal appointment that cannot be made for after school (e.g. orthodontist, counselling, doctor, hospital)	Yes	As much as possible, we prefer appointments to be after school hours, but when this is not possible it would be better if they are during non-contact time. If this is not possible, then students should bring in evidence of the appointment (in advance where possible).
Religious observance	Yes	Students should inform the school at least a week in advance, in person or via email.
Birthdays or similar celebrations	No	
Looking after a sibling	No	
Awaiting delivery or maintenance work on behalf of a parent	No	
Driving lesson	No	It should be possible to book these for after school or weekends.
Theory test	Yes	Students should show evidence of the time of their test and request permission at least a week in advance
Practical driving test	Yes	Students should show evidence of the time of their test and request permission at least a week in advance
Job interview	At the discretion of the Head of Sixth Form	We acknowledge that at times it may be difficult to book these for after school or at weekends. Students should show evidence of the time and date of their interview at least a week in advance
Holiday	No	
University open days and summer schools	At the discretion of the Head of Sixth Form	We encourage students to prepare for university life and consider these to be good preparation. Students should gain permission at least one week in advance.
Volunteering	At the discretion of the Head of Sixth Form	This is authorised when arranged for non-contact times, or if a study period is rearranged with prior notice.
Work experience	At the discretion of the Head of Sixth Form	Work experience is a vital part of your post-18 experience. We encourage you to find placements at times that do not interfere with lessons, but we can authorise other times. Ideally, if you miss lessons, it should be during the planned work experience week in the summer term.