

Ysgol Y Bont Faen Cowbridge Comprehensive School



Sixth Form Attendance Policy

Formulated by: Mrs Thomas, Headteacher

Adopted by: Wellbeing Committee

Date: 7.12.16

Last Reviewed:

Review: Bi annually or subject to changes in statutory guidelines or legislation

Next Review: Autumn Term 2018

Date of any amendments made to policy & brief points:

Date	Section

1. Rationale

1.1 This attendance policy has been drawn up to clarify expectations of our students who choose to study at Cowbridge Comprehensive School Sixth Form. High levels of attendance and excellent punctuality are both characteristics of students who achieve above or in-line with their potential. Research shows poor attendance and punctuality has a serious detrimental effect on outcomes. Attendance falling 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 when attendance falls below 90%;

1.2 One of our strategic objectives is to reduce to zero the number of students whose attendance drops below the critical level of 90%. An annual target for attendance will be established by the Headteacher in conjunction with SLT and the Governing Body and is currently set at 96%. The annual target will be published with other bench marking data to students, staff, parents and Governors on an annual basis.

2. Expectations

As part of their contract of attendance:

2.1 Students are expected to attend all timetabled lessons, registrations and organised activities within the School day;

2.2 Students are expected to attend all assemblies and Enrichment sessions e.g. WBQ activities;

2.3 Students are expected to use their study periods to work independently either in the Study areas provided exclusively for the Sixth Form or other appropriate study area. Students studying independently in departmental areas must do so with the agreement of the relevant Subject Leader;

2.4 All students at Cowbridge Comprehensive School will be expected to achieve an attendance level of 96% or better. Students not achieving 96% will be placed on report with the expectation that improvement must be achieved if students are allowed to continue study at the School;

2.5 If accumulative attendance falls to 90% or below then the student will be required to attend a meeting with Leader of Achievement or Senior Leader of Achievement and where relevant other key members of the Sixth Form Achievement Team. If students refuse to attend the meeting or if attendance does not improve then their post compulsory place will be removed and a letter will be sent home to this effect.

See Policy Stages Outlined below for intervention stages and plans (Appendix 1);

2.6 If students are unable to attend school/lessons due to unexpected circumstances e.g. illness, then a parent/carer must contact the Achievement Manager before 9am on the first day of any absence.

3. Responsibilities

3.1 Subject teachers are required to complete an electronic register for each lesson through SIMS, and have a vital role by alerting the Achievement Manager to any unexplained absences as soon as possible;

3.2 The Achievement Manager, in conjunction with the Achievement Team, is responsible for monitoring attendance patterns within the School and reporting on these and assessing the impact of intervention strategies to Senior Leaders and governors termly and as required;

3.3 Parents / carers have a joint responsibility to ensure that their sons/daughters attend School/College as required and on time so the School place remains open to them;

3.4 Students themselves must ultimately accept a high degree of responsibility for their punctuality and attendance. Students must arrive punctually to all sessions where their attendance is required in order to be registered where the ONLY person who can mark a student present is the Subject teacher.

4. Requested leave of absence

4.1 Students should not take any leave of absence (holidays) during term time unless in exceptional circumstances and this must be requested in writing at least 1 month prior outlining the nature of the exceptional circumstance. The Headteacher will decide whether discretionary leave will be provided;

4.2 Students can request leave of absence to attend Open Days at universities but are encouraged to visit at weekends wherever possible. Form Tutors should be informed in advance of these absences. It is expected that this should be no more than 5;

4.3 Students may be absent for unavoidable appointments such as specialist medical appointments, job interviews and driving tests and must inform their Form Tutor in advance in writing;

4.4 Students should not make routine doctors, dental or other appointments during the School day. Where this is necessary, students must bring evidence of the appointment which will be marked as authorized 'Medical';

4.5 Under no circumstances should students undertake paid part time work during the School day and are advised to limit part time work to no more than 8 hours per week to avoid impact on study;

4.6 Students may undertake work experience or work placements or complete voluntary activity in support of university or work applications within the School day during study periods with the agreement of the Senior Leader of Achievement. Where students feel that they would benefit from a prolonged experience, this must be requested in writing and will be considered in context.

5. Accountability.

5.1 It is the ultimate responsibility of the Assistant Headteacher in liaison with the Achievement Team to ensure this Attendance Policy is effectively implemented and will report on the Policy at regular intervals throughout the academic year to Senior Leaders, and the Governing body.

Appendix 1 - Policy Stages

Informal

Monitoring Stage:

Below 96% attendance but above 90% - internal report as outlined in 2.4.

Formal

Stage 1 Attendance and Punctuality Intervention Support Plan:

Students who fail to achieve 90% attendance or who are persistently late (three or more times in a week to form and/ or lessons) will have a meeting with a member of the Sixth Form team to discuss reasons for absence / lateness. Appropriate targets will be set and a formal letter will be sent home to notify parents/carers of the meeting and agreed targets. The student will also be placed on an attendance report for one school week.

Stage 2 Attendance and Punctuality Intervention Support Plan:

If attendance does not improve whilst the student is on the Stage 1 intervention then students will enter Stage 2. Punctuality concerns will remain at Stage 1 and a further period of monitoring will follow. The student will have a further meeting with a member of the Sixth Form Team to discuss reasons for absence the student will also be placed on attendance report for a further two school weeks, a formal letter will be sent home to notify parents / carers of the meeting and agreed targets.

Stage 3 Attendance and Punctuality Intervention Support Plan:

If there is no improvement seen whilst the student is on Stage 2 intervention, the student will enter Stage 3. The student will have a meeting with the Senior Leader of Achievement and parents. The student will also be placed on an attendance report until their attendance improves to the target of 96%. Students will be expected in school from 8:30am and end at 3.00pm. This time will be used to catch up missed work under the supervision of the Sixth Form Team.

Stage 4 Attendance and Punctuality Intervention Support Plan:

If despite all intervention work, attendance falls below 90% for a significant period of time, this is identified as persistent absenteeism. Unless there are exceptional and extenuating circumstances students may be asked to consider whether Sixth Form is the right option for their progression. A formal parental meeting will take place with the Senior Leader of Achievement to consider the students' further options, students may be withdrawn from their courses and Year 12 students may not be permitted to continue their studies in Year 13.