



SIXTH FORM

ATTENDANCE POLICY

Approved by: Governors

Approved: January 2025

Review: January 2026

Introduction

For our students to gain the greatest benefit from their education it is vital that they attend Regularly: they should be at school, on time, every day the school is open.

We want all of our students to receive an education which maximises their opportunities to achieve their full potential. Attendance at non-compulsory post-16 study is currently not covered by the law relating to attendance (Section 7 of the Education Act 1996) but is covered by the law relating to safeguarding (Section 175 of the Education Act 2002).

Attendance figures are included in any academic reports issued by the school and could be reported in any reference written by Springwood High School relating to a student's progression to higher education, further education or employment. It is crucial in these highly competitive times, whether applying for work, training or university, that our students have a high level of attendance.

High Expectations

Students are expected to attend every timetabled session published on their programme of study. This includes lessons, tutorial time, 1:1 meetings, assemblies and Directed Study Time (DST).

If a student is not timetabled for any of the above activities, they are permitted to be offsite. However, the school reserves the right to add additional Directed Study Time to a student's timetable if they are identified as a cause for concern.

Any student missing timetabled sessions without authorisation, will be referred to the Head of Year and appropriate sanctions will be applied.

Planned Absence

The School must be notified, via the Sixth Form Pastoral Team, in advance of any unforeseen absence in the form of a letter or email from the student's parent (s)/guardian(s).

Self-certification is not acceptable.

In the event of an absence, e.g. illness, without prior knowledge, a parent or guardian should contact the school to inform of the student's absence before 9 am. Please ring **the sixth form pastoral office** on : **01553 779 407** or email sixthformoffice@springwoodhighschool.co.uk .

A parent or guardian should ring the school each day that the student is absent in order to provide an update.

Occasionally, we may become concerned about a student's attendance - especially if a parent/guardian has not contacted the school. The school may at this point call parents/guardians on the first day of absence to ascertain the reason for the absence(s).

Please note:

Any student with a continuous absence of longer than five school days is expected to provide a medical note in the case of illness before the absence will be authorised. Should a student require more than ten school days absence due to illness, parents/guardians

are expected contact the school to discuss the student's ability to continue with their study programme. Cases will be considered on an individual basis. Any student with unauthorised continuous absence of longer than 15 school days will be assumed to have left the school and will be removed from the school roll.

Punctuality

Students are expected to be punctual at all times. This includes lessons, both curricular and extra-curricular; form-time; 1:1 meetings; assemblies and any other scheduled activity. The number of 'lates' will be monitored on a weekly basis. Students who are late two times during a week will receive an appropriate sanction.

Monitoring Attendance

Attendance and punctuality will be reviewed by tutors during form time/ 1:1 meetings and weekly by the sixth form team.

Attendance below 90% could result in the following:

- students may be asked to pay for their exam entries;
- students may not be entered for examinations;
- students may be asked to leave the Sixth Form.

Where a valid reason for absence is not provided, the following process will be followed:

Stage 1 - Informal verbal warning

A member of the sixth form team will give a verbal warning to any student not providing a valid reason for their absence.

Stage 2 - Formal Meeting with Head of Year

Where attendance levels show no improvement, the student will be required to meet with the Head of Year to discuss their attendance. The Head of Year will contact parents, or guardians.

Stage 3 - Meeting with Parent or Guardian

Where attendance levels show no improvement, the Head of Year will request a meeting with the student's parents or guardians.

An action plan to support attendance will be implemented.

Stage 4 - Meeting with DHT responsible for Sixth Form.

Where attendance levels show no improvement, the Head of Year will refer the student to the Deputy Headteacher responsible for Sixth Form. Following a meeting with the student and their parents or guardians, a new action plan to support attendance will be implemented.

If, after review, attendance levels show no improvement, the student will be sanctioned:

- the student may be asked to pay for their exam entries;
- the student may not be entered for examinations;
- the student may be asked to leave the Sixth Form.