



Lady Lumley's School

Sixth Form Attendance Policy

Approver: Local Governing Committee
Review Cycle: Annual

| Revision History | | | |
|------------------|---------|------------------------------|--------------|
| Date | Version | Short Description of Changes | Approved by: |
| 11/12/2024 | 1.0 | Reviewed October 2024 | LGC |
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Introduction

Lady Lumley's takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students. As well as timetabled lessons students also have non-contact periods on their timetables for private study and independent work.

If students are granted the privilege of studying at home in their non-contact periods, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should, therefore, aim for at least **95%** attendance for the year. If students achieve 95% or above each half term, students will receive hot chocolate and pastries in the common room.

All school staff will work with students and their families to ensure each student attends school regularly and punctually.

Lady Lumley's Sixth Form aims to:

- Make attendance and punctuality a priority for all those associated with the school, including students, parents, teachers and Governors.
- Provide support, advice and guidance to parents and students.
- Develop a systematic approach to gathering and analysing attendance-related data.
- Recognise the needs and support of the individual student in the event of significant periods of absence.

The School Expectations – Students should...

- Attend regularly, attend all lessons, tutor periods and assemblies and arrive to all lessons on time.
- Register biometrically in non-contact periods
- Attend tutor periods.
- Ensure they sign in and out at Main Reception when leaving / returning to school site.
- To tell a member of Sixth Form Team in advance if there is any problem which may prevent them from attending school.
- Make every effort to make dental/medical appointments outside of school hours.

Provide a written request if they need to arrive late or leave early for an appointment or will be absent from school for a full/half day. This should be written and signed by a parent/carer and given to the Sixth Form Office, as soon as possible.

Your target should be 100% attendance

(Please note students' percentage attendance may be quoted on any reference)

The School Expectations – Parents / Carers should...

- Fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day.
- Contact school by telephone on the **first day** their child is absent for any reason by 8.30am and then on **all** subsequent days by 8.30am.
- Not take holidays in term time.
- Speak to a member of Sixth Form Team if they know of any problem, which may prevent their child from attending school.
- Provide evidence to support absence.

- To write to the Headteacher to request exceptional leave of absence. We strongly discourage students from taking holidays during term time.

Parents/Carers and Students - Expectations from school...

- A Sixth Form education that is dependent upon regular attendance at school,
- Promotion of good attendance and punctuality at school.
- Efficient and accurate recording and monitoring of absence.
- Prompt action when a problem has been identified.
- Regular communication with students and parents/carers.

ABSENCES

Acceptable reasons for being absent from school, set by the Department for Education:

- The student is too ill to leave the house.
- The student has a hospital appointment.
- The student has toothache and has an emergency appointment.
- A day of religious observance by the religious body to which the pupil's parent/carer belongs.
- The student is prevented from attending by an unavoidable cause.
- There is a close family bereavement.
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work.
- University and Employer Open Days – students may attend no more than two of these events in an academic year.
- Work experience – requests for term-time leave for essential work experience (e.g., medicine, law) will be dealt with on a case-by-case basis.

Unacceptable reasons for keeping a child away from school are:

- To mind the house.
- To look after siblings.
- To go shopping.
- To celebrate a birthday.
- To pick up or drop off at the airport.
- Sleeping in.
- One child is ill, so all are kept off school.
- Minor ailments such as a tummy ache or headache.
- Because it is the end of the week or term.

If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence. Parents/carers will also be asked to provide medical evidence if a student is absent frequently.

Leave of absence will not be given to enable a student to undertake employment during school hours.

SIGNING IN & OUT

It is a legal requirement that we know who is always in the school building.

Fingerprint scanners are in the Sixth Form common room, IT 5 & 6, and main reception.

STUDY PERIODS - Students must be in school for ALL lessons and ALL study periods unless previously agreed with a member of the Sixth Form team. When registering for a study period, or enrichment sessions on Wednesday afternoons, students should ONLY use the scanners in common room, or ICT suite as these are linked to SIMS / Class Charts and will automatically mark you present on the registers. It is vitally important that you register for these periods, or you will be marked absent, and it is not possible to register in advance.

LUNCHTIMES - If you wish to leave school site during lunchtime or for any other reason.

- Students MUST sign out using the fingerprint scanner at Main Reception.
- Students MUST remember to sign back in as soon as you arrive back in to school.
- Students MUST SIGN IN FOR THEIR STUDY PERIOD AND THEN IF THEY ARE LEAVING SITE USE THE FINGERPRINT SCANNER IN MAIN RECEPTION TO SIGN OUT.

ATTENDANCE CONCERN PROCEDURE

Unexplained Absence Process -If a student is absent from school or from a lesson and we have received no communication from either the student or a parent/carer, a phone call will be made on the morning of students' absence requesting a reason and note made on the register. A reply from a parent / carer is required stating the reason for the students' absence to enable attendance records to be updated; if no reply is received, this will be recorded as an unauthorised absence.

Cause for Concern Process - Cause for concern interviews will be held with the student's form tutor when attendance or attendance to lessons is between 90% and 95%. This early intervention is intended to identify concerns and to provide support/intervention if needed.

STAGE 1 – Sixth Form Team Intervention

Attendance or Attendance to Lesson Below 90%

- Should attendance or attendance to lessons decline to 90% or below, students will be invited to attend a meeting with the Sixth Form Student Support Manager. This meeting is an opportunity to discuss in detail the issues/barriers that are impacting your child's attendance to school.
- A letter will be sent to parents/carers informing you that this meeting has taken place.
- Attendance will be monitored closely for 4 weeks.

STAGE 2 – Sixth Form Team Intervention

Continued Poor Attendance or Poor Lesson Attendance

- Parents/carers of the student will be invited into school for a meeting with the Sixth Form Student Support Manager where we will address the main issues and agree targets and support actions to help improve your child's attendance.
- An Attendance Agreement will be issued with targets and action points put into place that are agreed by the Sixth Form Student Support Manager, the student and parent/carer.

We will monitor and review your child's attendance over the following weeks to identify any significant improvement in their attendance. If this has been achieved, then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous Attendance meeting.

STAGE 3 – Head of Sixth Form Intervention

Failure to Meet the Targets set by the Attendance Agreement

- Parents/carers of the student will be invited to a meeting.
- The student will be asked to meet with the Head of Sixth Form and Sixth Form Support Manager with parents/carers.
- A written warning will be issued if appropriate and the attendance agreement will be re-issued.

STAGE 4 – Senior Leadership / Headteacher Intervention

Continued Failure to Meet Targets of Attendance Agreement

- Appropriate disciplinary proceedings will be decided by the Headteacher.
- IAG interview will be offered to the student.
- The parents/carers of the student will be involved in the process.

HOLIDAYS

- **Holiday absence will be regarded as unauthorised** unless your parent / carer has provided evidence that there are **exceptional circumstances** as to why you need to be absent from Sixth Form during term time. **Please apply by letter** at least 20 school days prior to the absence and submit this to the Headteacher.
- All applications will be considered by the Head of Sixth Form and Headteacher. You will receive confirmation by letter of the decision made.
- Parents/carers will be notified in writing of our decision, course of action and how the absence will be recorded on our system.

Policy Information and Review

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| Designated Lead Person/s | Mr A Carter, Head of Sixth Form |
| Created/Reviewed | Annually |
| Date of last review and by whom | Donna Hugill |
| Link Governor (if applicable) | |
| Next Review Date | October 2025 |

Attendance Flow Chart

Stage 1

Sixth Form Tutor

Meeting held with students whose attendance or attendance to lessons is below 90%



Continued poor attendance or attendance to lessons

Stage 2

Sixth Form Student Support Manager

Parental meeting with student and SFSSM, attendance agreement completed



Failure to meet requirements of Attendance Agreement

Stage 3

Head of Sixth Form Intervention

Parental meeting, attendance agreement and written warning



Continued failure to meet requirements of Attendance Agreement

Stage 4

Senior Leadership Intervention / Meeting with Headteacher