

## Sixth form attendance policy

### Aims:

- To ensure that all students are in school for all timetabled lessons, timetabled study periods, tutor time and community service.
- To ensure students understand the importance of attendance and the implications of poor attendance on university/college/job applications
- To ensure that the school has an accurate record of who is on site, and their approximate location at any one time.
- To allow students to take responsibility for their time, but within an environment which does not tolerate abuse of the policy.
- To ensure that all students are identifiable as Post 16 students

### The importance of attendance.

- All lessons are compulsory, so is tutor time.
- If lessons or tutor time are missed, then an absence note/email/phone call must be handed in to the form tutor.
- Failure to do this will mean the absence will be marked as unauthorised.

Tutors (via SIMS) and the attendance monitor will monitor attendance. The following sanctions will apply:

- 100-97% - no sanction needed
- 92-96.9% - tutors to incorporate attendance in to the 1 to 1 interview sessions
- 88-91.9% - attendance monitor to contact home, cc'ing in PJW asking for explanation for absences
- 85-87.9% - attendance monitor to alert PJW, PJW to meet with student
- Below 85% - PJW to meet with student and parents.

\*some students will have legitimately low attendance (illness etc). This will be taken into consideration, but the school must still report the logged attendance.

Those students who are an overall attendance concern will be placed on the first day response list.

### Yr 12:

#### All students to be on site by 8.25.

Registration will take place either by the classroom teacher at the start of period 1, or via the signing in system.

All students will have either a lesson, or independent study period lesson 1.

Tutor time is compulsory for all students on all days.

Students are allowed to leave the site, after 11am and once their final lesson of the day and their community commitment is finished. When a student leaves the site, they must sign out.

If a student has a 'free' period during the day they are allowed to leave the school site as long as they follow the signing in and signing out procedure.

**NO student will be off site periods 1, 2 or 3**

The attendance officer will complete a 'group call' for all those students not on site period 1. Those parents who have contacted the school to explain absence will not be part of group call.

**Yr 13:**

**All students to be on site by the time of their first lesson.**

Registration will take place either by the classroom teacher at the start of period 1, or via the signing in system. If a student is free pd 1 and/or 2 and chooses to work from home, they must have shown evidence of parental consent before the day in question

Tutor time is compulsory for all students on all days.

Students are allowed to leave the site once their final lesson of the day and their community commitment is finished. When a student leaves the site, they must sign out.

If a student has a 'free' period during the day they are allowed to leave the school site as long as they follow the signing in and signing out procedure.

The attendance officer will complete a 'group call' for all those students not on site period 1. Those parents who have contacted the school to explain absence will not be part of group call.

**The only people who can authorise attendance are the official**

Parent/guardians/carers as listed on SIMS. They can inform the school in advance of absence two ways:

- 1) Email: [sixthformabsence@emmbrook.wokingham.sch.uk](mailto:sixthformabsence@emmbrook.wokingham.sch.uk)
- 2) Phone number: 01189784406 ext 412 – please leave a voice mail

A written letter/note is also accepted after the student has returned to school.

Any lessons missed through unauthorised absence will trigger written communication with home.

**All**

All students have been issued with a Photo ID (purple lanyard). Students must ensure that these are worn at all times around the school site. The badge must be visible with the Photo ID showing.  
Any student who attends school without their ID must sign in at reception and will receive a daily temporary ID badge.

Updated Jan 2017