



# Goffs Academy

## Sixth Form Attendance Policy

<b>Committee</b>	<b>LAB</b>
<b>Owner of Policy</b>	<b>Assistant Principal – Sixth Form</b>
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## **Attendance Policy**

### **Introduction**

At Goffs Academy we believe that attending school regularly is one of the foundations of successful learning, helping to prepare students for the world of work and adult life. We therefore expect every student to attend school and to be punctual, and to attend all lessons, ATM and additional sessions. Parents have an obligation to ensure that their child gets to school every day and on time, unless the reason for the absence is unavoidable. Permitting absence and low attendance from school without good reason is known to directly affect students' achievement.

Students who have not attended school for a considerable period of time are integrated back into the normal school routine via the Director of Learning (DOL). They will also benefit from the support of outside agencies where appropriate.

### **The attendance policy consists of the following sections:**

1. Duties on Sixth Forms, colleges and other training providers
2. Responsibility for monitoring attendance
3. Motivation and rewards
4. Procedures for monitoring attendance
5. Unplanned Absence from school
6. Authorised absence
7. Days of Religious Observance
8. Family holidays
9. Special Occasions/ Family Emergencies
10. Close Family/Friend Bereavement
11. Punctuality (See separate detailed policy)
12. Unexplained Absences
13. Unauthorised absences
14. Measures to tackle concerns about school attendance
15. Taking registers
16. Understanding attendance
17. Useful websites for attendance

#### **1. Duties on Sixth Forms, colleges and other training providers**

Providers of education or training for 16 and 17 year olds will be under two duties in relation to the Raising the Participation Age (RPA) legislation, as detailed by the Department for Education;

- Promote good attendance of 16 and 17 year olds (Section 11 Education and Skills Act 2008)

- Inform local authority support services if a young person (aged 16 or 17) has dropped out of learning (Section 13 Education and Skills Act 2008). This is so the young person can be contacted swiftly and offered support to help them re-engage

## **2. Responsibility for monitoring attendance**

The Directors of Learning for Year 12 and Year 13 have a responsibility to maintain and improve regular school attendance. The Sixth Form Administrator monitors registers and attendance, and informs the Directors of Learning which students have low or falling attendance. The Directors of Learning then may follow up by:

- Communicating with parent(s)/carer(s) by email or phone
- Seeing a student in school
- Seeing a student and parent/carer in school
- Liaising with/ referring to other professionals or agencies

The outcome of any intervention is communicated back to Assistant Principal, Sixth Form and where appropriate to Learning Managers (LM).

## **3. Motivation and Rewards**

Students in the Sixth Form are recognised and praised for good attendance and punctuality through assemblies. Good attendance and punctuality is a pre-requisite to students being awarded Flexi-Reg Privileges, see Appendix 1 for further details.

## **4. Procedures for monitoring attendance**

Education is a partnership between the home and the school. Families have a right to expect that school will keep them informed about attendance.

Under section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age (the term following their 5<sup>th</sup> birthday until the last Friday in June of the school year in which they turn 16 years old) receive efficient full-time education that is suitable to the child's age and ability and to any special needs the child may have. This can be by regular attendance at school, alternative provision, or by education otherwise (e.g. the parent can choose to educate their child at home).

From September 2013 all 16 year-olds have been required to continue in education or training, until the end of the academic year in which they turn 17. In September 2015 legislation was amended to require children to continue until their 18<sup>th</sup> birthday.

If a child is registered in the School Sixth Form, it is the parents who have the primary responsibility for ensuring that their child attends regularly.

- In the case of an unplanned absence, parents/carers are expected to notify the Sixth Form Administrator each day of their child’s absence. They will be asked to give a reason for absence and an expected return date
- The Sixth Form Administrator/the relevant Director of Learning will contact home on the first day of absence if the school has not received notification from a parent/carer via telephone. This will continue for each day a student is absent and no explanation has been given by a parent/carer
- If no contact has been made by the parent/carer by the third day of absence, an email will also be sent home
- All students are monitored weekly on their level of attendance as explained below. The Sixth Form Administrator emails an updated Attendance Report to all Sixth Form LMs and DOLs every three weeks. The Attendance Report shows all students with an attendance of less than 90%

95% plus	90 to 95%	80% to 90%	Below 80%
<b>Excellent</b>	<b>Good</b>	<b>Cause for concern</b>	<b>Serious concern</b>
<b>No action required</b>	<b>No action required</b>	<b>LM to discuss attendance with students and engage with parents to put strategies in place</b>	<b>Immediate action required: DOL to meet parent/student, to put strategies in place including a possible Sixth Form Contract</b>
		<b>LM may monitor using an attendance report card</b>	<b>DOL/SLT link will monitor attendance using an attendance report card</b>

In addition to attending school, students must attend all lessons, ATM sessions and additional study sessions as are relevant to their programme of study. If a student is present in school and fails to attend lessons, the school will contact parents, and the student will be placed on an attendance report card to monitor their attendance in all lessons. They will also be required to complete all tasks missed. Repeated incidents of truancy may result in a student losing their place in the Sixth Form.

## 5. Unplanned Absence from School

Notification must be provided by parents or carers for all absences from school on a daily basis. Every half-day absence from school has to be classified by the school as authorised or unauthorised. The decision as to whether to authorise the absence rests with the school.

## **6. Authorised Absence**

This includes serious illness and urgent medical/dental treatment. The school may authorise an absence for illness if it has received an explanation from a parent/carer. Letters regarding absence and, where applicable, medical certificates should be given to the Sixth Form Administrator. Medical or dental treatment that is either urgent or cannot be made outside school hours can also be authorised. For example, certain specialist clinics or consultant appointments may have to be made during the school day. However, attempts should be made for most routine dental or GP appointments to be made outside of school hours. Parents are encouraged to inform the school prior to these appointments, preferably in writing and including a copy of the appointment letter.

Students unable to attend school for extended periods of time for medical reasons (certified by a medical practitioner) may be referred to the Home and Hospital Education Team. Additionally, the school may support students with health difficulties through the involvement of the school nurse or the school counsellor or by drawing up an individual health plan to support attendance.

## **7. Days of Religious Observance**

Such absences can be classified as authorised. Parents should inform the school in advance if a student will be absent from school for a day of religious observance.

## **8. Family Holidays**

In line with the philosophy of 'Every Lesson Counts', the vast majority of cases, term time absence for a holiday will not be authorised.

If a family does need to take a student away from school for any length of time, no matter how short, the 'Application Form for Leave of Absence' (available at the main reception desk) must be completed. Requests for holidays will not be granted during exam periods or during periods of exam preparation. Retrospective requests will not be granted. Unauthorised holidays taken in term time may result in the student being placed on a Sixth Form Contract.

## **9. Special Occasions / Family Emergencies**

Schools have discretion over whether to authorise absences for these reasons and will consider the following factors:

- the nature of the event
- the frequency of requests/absence required
- whether advance notice was given
- the overall attendance of the student
- any other extenuating circumstances

## **10. Close Family/Friend Bereavements**

The school has discretion to authorise absence for an agreed period in such circumstances. Early contact from the family is recommended, and where appropriate referrals can be made to the relevant Director of Learning or the school counsellor for support and guidance for both students and families.

## **11. Punctuality (Also see full detailed policy on punctuality)**

Lateness to school or lesson is not tolerated at Goffs Academy. If a student arrives late to school (after 8.27am) or arrives late to a lesson, they will attend a 45 minute detention on the following day. If a student is late to school and/or lessons more than once on the same day the detention separate C3 sanctions will be issued for each incidence of poor punctuality. The DoL will arrange with the student when these will be sat, ensuring that parents/carers are informed.

## **12. Unexplained Absences**

If any child is absent for whom the parent/carer has not yet phoned or emailed to explain the reason of absence, this absence will followed up by email to parents/carers. If there is no response to the email within two weeks, the absence will registered as unauthorised.

## **13. Unauthorised Absence**

Any absence where the school does not receive information from the family, or when the reason for the absence is one that the school cannot authorise, is an unauthorised absence. If there is any doubt as to whether an absence should be authorised the Learning Manager will refer the matter to their Senior Leadership Team (SLT) link.

In the case of persistent unauthorised absences, this could also result in a referral to Children's Services as a safeguarding/child protection issue.

## **14. Measures to tackle concerns about school attendance**

In cases where there is concern regarding the level of attendance (attendance below 90%) the DOL/LM/SLT Link will consider action to support the student to improve their attendance. Students may be placed on an attendance report card and possibly a Sixth Form Contract. A Sixth Form contract is a formal written warning that a student's place at the Sixth Form is under review unless all terms of the contract are met. The contract will clearly set out what is expected from a student and the support strategies the school will put in place to help the student meet the conditions of the contract. If a student fails to fully adhere to the terms of the contract there are a range of possible higher level sanctions which could be issued, see the whole school behaviour policy for further details.

## 15. Taking registers

Registers are taken for each lesson and must be completed and saved on the system within 10 minutes of the start of the lesson.

## 16. Understanding Attendance

All staff and students are made fully aware of the importance of excellent attendance and its impact on achievement. DoLs lead assemblies focusing on attendance, and will recognise and reward excellent attendance.

## 17. Useful websites for attendance

- Improving attendance at school : Charlie Taylor Report Recommendations  
<http://www.education.gov.uk/schools/pupilsupport/behaviour>
- Statutory Guidance on Education – School Attendance and RPA  
<http://www.education.gov.uk>

## APPENDIX 1: Sixth Form Flexible Registration

Due to COVID-19, from September 2020, all Sixth Form students will have access to our biometric flexible registration, in order to offer flexible attendance arrangements to students, to minimise contact with other year groups and facilitate the ongoing close tracking of attendance. Flexi-reg allows students to leave and return to the school site during non-contact periods. Flexi-reg privileges are in place entirely at the gift of the school. As such, the school reserves the right to remove them at any time, without warning, particularly where any concern exists around work, attendance, behaviour, and/or attitude.

### How It Works

#### **Signing Out**

Students with flexi-reg will be able to leave the school premises when they do not have lessons, signing out through placing their finger on the biometric fingerprint reader which is located by Student Reception. Students will receive the message “registered out”, at which point the doors will release, allowing them to leave the school premises. The student will be automatically logged as off site.

#### **Signing In**

Students returning to school will need to enter through Reception, and will sign in using the biometric fingerprint system located by the door at Reception. Students will place their finger on the biometric fingerprint reader and receive the message “registered ok,” at which point the doors will release, allowing them to enter the school premises. The student will be automatically logged as on site.

All students will be automatically signed out by the system at 16.00 when the school day finishes. **Students arriving or leaving the site at any other point will need to use the biometric reader.**

Attendance at twilight sessions will be tracked through SIMS registers as per existing arrangements.

There may be days where flexi-reg is suspended for students in a year group due to pre-planned curriculum delivery and/or enrichment days; advance warning will be given and attendance will be compulsory.

### Tailgating and Departing the School without Authorisation

It is essential when signing out that students do not let ANY other students of any age leave with them. The signing out point is monitored by CCTV, which will be regularly checked. Any incidents where Sixth Form students allow any other student(s) to tailgate them out of the building will result in the students involved being issued with C4 sanctions in the first instance, and students having flexi-reg privileges removed immediately.

Exactly the same stipulations apply to students entering the building. If any Sixth Form student thinks that another student and/or adult may have followed them into the building, they must alert Reception **immediately**.

## **Expectations**

**Flexi-reg does allow students in the Sixth Form to have more freedom and independence. Given its vital function in tracking attendance, and who is on or off site at any time, it is therefore essential that students with flexi-reg privileges abide by the guidelines outlined here.**

The entrance/exit is monitored by CCTV and members of the Sixth Form Team will periodically check to ensure the system is being used appropriately. The following sanctions are in place for students who do not accurately use the system:

- Students on site and not registered in = loss of flexi-reg + C4 sanction
- Students off site and not registered out = loss of flexi-reg + C4 sanction

**Students must immediately contact a member of the Sixth Form team if the reader does not log their signing in/out. This will then be able to be done manually.**

As always, it is expected that students with flexi-reg attend all timetabled lessons, all study periods, assembly, any curriculum enrichment activities or sessions and any pre-arranged meetings.

Students are expected to arrive for their lessons, and may leave and return during non contact periods of the day, leaving the site after their last lesson. Students will need to ensure they register in via the biometric system when they arrive and when they leave during non contact periods. Students' attendance will also be recorded by their teachers in lesson via SIMS. Students will need to arrive at least five minutes before their lesson to ensure they are on time.

**Where students choose not to leave the school during a non-contact period, or where they arrive during a non-contact period, they must work quietly in an assigned supervised Sixth Form study area. Failure to do so will result in a student's flexi-reg privileges being removed.**

The school retains the right to remove flexi-reg privilege from any student at any time and without prior notice/warning. Any unauthorised absences or persistent lateness will result in students' flexi-reg privileges being removed.

Students may choose to get food and drink while off site. However, students are not permitted to bring fast-food or takeaways back onto the school premises. Any breach of this will result in students' flexi-reg privileges being removed. No warnings will be issued.

### **Who Can Get Flexi-Reg?**

Due to COVID-19, all Year 12 and 13 students will be granted flexi-reg privileges from September 2020. This is to minimise the contact Sixth Form students have with other year groups and to encourage students to work from home during non-contact periods. This will be formally reviewed on a half termly basis. In addition, students who are identified at any point during the year as a concern in meeting their target grades, or in terms of effort in reporting data, will be at risk of losing this privilege.

As well as the above, students must be able to appropriately use the flexi-reg system in line with all stated guidelines. Students who cannot use the system appropriately will lose flexi-reg privileges, as well as receiving C4 sanctions.

Parents will be notified when students are given flexi-reg, or when a student has flexi-reg privileges removed.

### **Issues with the System**

In the unlikely event of the biometric system not being functional for any reason, the Sixth Form team will revert to manually signing in/out students at break and lunch at the side gate. In this instance, students will not be able to leave during lesson time. Parents will be notified via the usual In-touch system.

## APPENDIX 2: Sixth Form Flexible Registration: ID Badges

Due to COVID-19, from September 2020, all Sixth Form students will have access to our biometric flexible registration, in order to offer flexible working arrangements those students, to minimise contact with other year groups and facilitate the ongoing close tracking of attendance. To aid the swift entrance and exit of the school building and to avoid unnecessary queuing, sixth form ID badges have been activated to allow students to open the doors of main reception on their arrival and departure when signing in or out using our biometric flexible registration.

This is in place entirely at the gift of the school. As such, the school reserves the right to remove this at any time, without warning, particularly where any concern exists around work, attendance, behaviour, and/or attitude.

### Expectations

As stated in the Sixth Form Flexible Registration policy. It is essential when leaving and activating the door, that students do not let **ANY** other students of any age leave with them. The signing in/out point is monitored by CCTV, which will be regularly checked. Any incidents where Sixth Form students allow anyone else to tailgate them out of the building will result in the students involved being issued with C4 sanctions in the first instance, students having flexi-reg privileges removed immediately and have their ID badge deactivated.

Exactly the same stipulations apply to students entering the building. Students cannot let another student and/or adult tailgate them into the building. If any Sixth Form student thinks that another student and/or adult may have followed them into the building, they must alert Reception **immediately**.

**Students must wear their ID badges at all times when on the school premise. If a student has lost their ID badge they must immediately contact a member of the Sixth Form team.** Failure to do so will result in a C4 sanction, flexi-reg privileges removed immediately and having their ID badge deactivated.

## APPENDIX 3: Sixth Form Learning Agreement

### Expectations

**Attendance** - students must:

- Attend all timetabled lessons, study plus sessions, assemblies, enrichment activities, pre-arranged meetings, Secondary transfer evening and work shadowing
- Attend ATM every Thursday
- Arrive at school by 8:27am on days where students have lessons during either period 1 or 2
- Be punctual to all lessons. Attend all late detentions where issued
- Adhere to the rules of flexi-reg where they are eligible to receive it
- Stay on site at all times during the school day where students are ineligible for flexi-reg
- Be available to stay in school until 4.00pm each day, if required
- Ensure that a parent contacts the school on the day of an absence
- Avoid medical and dental appointments wherever possible during school time. In the case of unavoidable absence, ensure that parents contact the Sixth Form office
- Provide a written parental request for time off for driving tests
- Request time off in advance for interviews and Open Days
- Not take holidays in school time
- Not book driving lessons for during school time

### **Commitment to Study**

Automatic progression to Year 13 is dependent on students attaining 3 grade Ds at AS (or equivalent). Students must:

- Take responsibility for their own learning by making full commitment to their studies both in lessons, private study time and at home. At least **5 hours** private study is expected per subject per week
- Bring the required equipment to lessons, and back up all work
- Complete all work to the required standard and by the set deadline
- Ensure that paid work does not have a negative impact on their academic progress
- Obtain permission from staff and parents if they wish to request a change to or drop subjects
- Continue with all Year 12 courses until results are published
- Abide by the rules for study leave
- Seek advice from staff where they have academic or other concerns
- Attend all mock exams, including those which take place after school
- Find out about and catch up with any work missed due to absence

### **Conduct**

Sixth Form students are allowed to bring mobile phones into school, but are only permitted to use them before and after school, and during break and lunch time. Students are not permitted to use mobile phones during lesson time, unless directed by a member of staff.

Students are only permitted to use headphones when working during non-contact periods and must remove them when moving around the school premises.

Students must:

- Show respect to all staff and behave appropriately, ensuring an environment conducive to learning
- Ensure that they uphold the rules and values of the school, acting as positive role models for younger students and positive ambassadors for Goffs within the wider community
- Not use inappropriate or offensive language
- Ensure that they make a valuable contribution to school life, through active participation in whole school events and activities, and by adopting positions of responsibility
- Complete 20 hours per year of G-Involved volunteering
- Dress smartly, in accordance with the Sixth Form Dress Code
- Use Sixth Form accommodation appropriately and ensure that it is looked after and kept tidy
- Not eat or drink in the Common Room (with the exception of water)
- Adhere to the ICT code of conduct and only use school email to communicate with staff
- Not smoke on school site at any time
- Ensure that they do not park anywhere on the school site: the school accepts no responsibility for cars and associated belongings deliberately parked on the school site in contravention of this stipulation