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Policy Title	Sixth Form Attendance
Policy Reference	SUAS.QE.102.6ATT01

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	Yes
TO BE PUBLISHED ON WEBSITE	Yes / No	Yes

POLICY OWNERSHIP	
Governor Committee:	Quality of Education
Department responsible:	Pastoral
Post-holder: <i>(Title and Name)</i>	Assistant Headteacher (Upper Colleges) Mr J Hill
LINKED PROCEDURES REF:	
Responsible Person - Procedures	

POLICY IMPLEMENTATION DATE:	September 2024
PLANNED REVIEW INTERVAL:	1 Year
PLANNED NEXT REVIEW DATE:	July 2025

i. POLICY OUTLINE

An outline of the approach we take to supporting Sixth Form students to maintain good levels of attendance, and the measures we will take where students' attendance does not improve.

ii. PURPOSE

To ensure all stakeholders are clear on attendance expectations and processes, with the aim of promoting high levels of attendance from all Sixth Form students.

iii. IMPLICATIONS OF POLICY

Affirms School compliance with the requirements of Statutory curriculum provision for Academies in England and Wales

iv. EQUALITY ANALYSIS

Every policy will be subject of an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.

v. CONSULTATION

Consultation will be with all staff holding significant financial responsibilities, prior to presentation for approval by the Governing Body (Quality of Education Committee).

vi. PROCEDURE

Procedure is the method by which the strategic intent of the policy is realised and is thus an 'instruction manual' on how the policy outcome is to be achieved.

The procedure which supports this policy is included within this document.

As the procedure is part of the policy document it must go through consultation with the Governing Body prior to any changes.

vii. RELATED POLICIES AND PROCEDURES

Behaviour Policy
Child Protection and Safeguarding Policy

viii. DOCUMENT HISTORY

The policy will be subject to regular review once ratified by the Governing Body.
The history of the policy will be recorded using the chart following:

Date	Author /Reviewer	Amendment(s)	Approval/ adoption date
July 2024	LBo	Updated criteria for Stages	
July 2023	LBo		July 2023

Introduction

Attendance is one of the key factors determining student success. Put simply, the higher a student's attendance is, the most likely they are to be successful. Since we all want students to be successful, high levels of attendance need to be maintained.

The expectation for Sixth Form students is to keep attendance at or above 96%. This target accepts the reality that illness and unavoidable appointments may impact student attendance.

Being a member of the Stratford upon Avon Sixth Form community is a privilege. Students who decide to attend less than 96%, who accrue late marks, or who truant lessons, will trigger the graduated response below, which can have serious implications.

It is important that students and parents/carers are familiar with the process and understand the importance of maintaining excellent attendance. However, it should be noted that the process is intended to support students and to remove barriers to attendance. We hope no student will reach beyond Stage B.

It should be noted that although we expect students to maintain 96%+ attendance, we take account of individual circumstances, and protected characteristics, when dealing with student attendance.

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1. Students with long term medical conditions
2. Daily response to attendance
3. Authorised and unauthorised absence
4. Graduated response to attendance and unauthorised absence

Students with long term medical conditions

Sadly, some students will have to complete their Sixth Form experience whilst contending with long-term medical conditions. We aim to work with the student and their parent / carer to offer appropriate support whilst minimising the impact on attendance as far as possible.

Each situation is dealt with individually. We do require official evidence of medical diagnosis and/or official evidence of ongoing appointments from the GP or healthcare provider. Without official evidence, these absences are counted as unauthorised.

Where medical conditions are having a particularly adverse impact on attendance and on the students' ability to be successful, we will work with the student to identify alternative provision.

Daily response to absence

Each day on which a student generates an unauthorised absence mark the parent/carer receives a notification from the School. It is important the parent/carer engages with these and follows up with their child.

Authorised and unauthorised absence

For unplanned absence from Sixth Form (e.g. general illness), a parent or carer must phone the Absence Line (01789 209296) or email attendance@stratfordschool.co.uk to account for the absence by 9AM on each day of absence. If the absence is likely to last more than two days, the parent/carer should contact the Attendance Improvement Officer (01789 416621) or Attendance Support Administrator (01789 416673).

Students should book appointments, tests, and so on during free periods to ensure they do not miss out on learning time.

Authorised absence is an absence which has been approved in advance by the Head of Sixth Form or Attendance Improvement Officer. The table, below, shows what is and is not likely to be authorised and the evidence required for authorisation to be given.

The table, below, refers to situations where a student or parent / carer is requesting absence from lessons or other timetabled sessions.

Absence	Authorised?	Evidence required
Birthday	No	NA
Driving lesson	Yes ¹	NA
Driving test	Yes	<i>Official</i> confirmation shown to Sixth Form Team
Driving theory test	Yes	<i>Official</i> confirmation shown to Sixth Form Team
Examination	Yes	<i>Official</i> detail shown to Sixth Form Team
Extra-curricular activity	Discretionary	Student to discuss with Head of Sixth Form.
Family gathering	Discretionary	Parent / carer to contact the Attendance Officer (01789 416621).
Funeral	Yes	Parent / carer to contact the Attendance Officer (01789 416621)
Holiday	Discretionary	Parent / carer to contact the Attendance Officer (01789 416621)
Interview	Discretionary	Student to bring evidence to Head of Sixth Form for discussion
Medical appointments	Yes	<i>Official</i> detail shown to Sixth Form Team
Open Days (college, university, etc.)	Discretionary	Student to complete "Day's Leave Form"

Official = an email / text message or similar which is directly and obviously from the relevant organisation. For example, a text message from your dentist confirming the date and time of your appointment.

1 – Students can book driving lessons during free periods **only**. Students must be punctual to any timetabled session following a driving lesson. This is a privilege which will be withdrawn for students who do not adhere to our expectations relating to attendance, behaviour, and academic commitment.

Graduated response to attendance and unauthorised absence

In addition to the stages outlined below, the following apply:

- Where, in our judgement, levels of attendance are likely to affect a student's ability to successfully complete an exam, we reserve the right to make changes to a student's exam entries.
- All decisions regarding sanctions and interventions are at the discretion of the Head of Sixth Form, Assistant Headteacher (Sixth Form), Assistant Headteacher (Upper Colleges) and Headteacher.
- A period of 10 days' continuous unauthorised absence and/or lack of engagement with academic provision will result in your place in Sixth Form being withdrawn as you are no longer participating.

Stage A

What are the criteria?

- 96 – 100% attendance,
- 0 lates
- 0% unauthorised absence

Indicative action:

Students will receive rewards at points throughout the academic year. These may include certificates, prizes, or extra privileges at the discretion of the Head of Sixth Form.

Stage B

Inclusion at this stage is at the discretion of the Head of Sixth Form and may be based on:

- Attendance below 96% in a Half Term, and/or
- 5 late marks in a Half Term, and/or
- A period of continuous absence and/or non-engagement with provision.

Indicative action:

- Tutor meets with student to ascertain how attendance / punctuality will be improved.
- Attendance and/or punctuality targets set and reviewed.

If there is a sustained improvement in attendance / punctuality, the student will remain on Stage B with no further support required.

Stage C

Inclusion at this stage is at the discretion of the Head of Sixth Form and may be based on:

- Attendance in any Half Term since student qualified for Stage B below 96%, and/or
- 5 late marks in any Half Term since student qualified for Stage B, and/or
- A period of continuous absence and/or non-engagement with provision.

Indicative action:

Meeting between College Leader / Head of Sixth Form, student, and parent/carer.

- Review progress since Stage B.
- Identify additional support required and student actions.
- Set new attendance/punctuality targets.

If there is a sustained improvement in attendance / punctuality, the student will remain on Stage C with no further support required.

Student and/or parent/carer non-engagement will result in automatic transfer to Stage D.

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Stage D

Inclusion at this stage is at the discretion of the Head of Sixth Form and may be based on:

- Attendance in any Half Term since student qualified for Stage C below 96%, and/or
- 5 late marks in any Half Term since student qualified for Stage C, and/or
- A period of continuous absence and/or non-engagement with provision, and/or
- Student and/or parent/carer non-engagement with Stage C.

Indicative action:

Meeting between Assistant Headteacher, student, and parent/carer.

- Review progress since Stage C.
- Identify additional support required and student actions.
- Identify alternative post-16 pathway.
- Set new attendance/punctuality targets.

If there is a sustained improvement in attendance / punctuality, the student will remain on Stage D with no further support required.

Student and/or parent/carer non-engagement will result in automatic transfer to Stage E.

Stage E

Inclusion at this stage is at the discretion of the Head of Sixth Form and may be based on:

- Attendance in any Half Term since student qualified for Stage D below 96%, and/or
- 5 late marks in any Half Term since student qualified for Stage D, and/or
- A period of continuous absence and/or non-engagement with provision, and/or
- Student and/or parent/carer non-engagement with Stage D.

Indicative action:

Meeting between Deputy Headteacher, student, and parent/carer.

- Formal written warning issued.
- Set new attendance/punctuality targets.

If there is a sustained improvement in attendance / punctuality, the student will remain on Stage D with no further support required.

Student and/or parent/carer non-engagement will result in automatic transfer to Stage F.

Stage F

Inclusion at this stage is at the discretion of the Head of Sixth Form and may be based on:

- Attendance in any Half Term since student qualified for Stage E below 96%, and/or
- 5 late marks in any Half Term since student qualified for Stage E, and/or
- A period of continuous absence and/or non-engagement with provision, and/or
- Student and/or parent/carer non-engagement with Stage E.

Indicative action:

The Headteacher will arrange a meeting with the student and their parent/carer. The student will be supported to find alternative post-16 provision.