

Attendance expectations

It is an expectation that all Post 16 students maintain a cumulative rate of attendance at 95% or above. Intervention will be considered for students with attendance lower than 95%.

We expect all Post 16 students to be present and punctual to all sessions requiring attendance. These include:

- ☑ Registration*
- ☑ Timetabled lessons
- ☑ Study periods
- ☑ Assembly
- ☑ Additional sessions where attendance is required e.g. subject support sessions, meetings with tutors, senior tutors, teachers, post 16 leadership

*All students are expected to attend tutor or assembly on a Monday, Wednesday and Friday. In addition to this, students will have a timetabled slot once a term on a Tuesday or Thursday that they must attend.

Procedure

Absence in advance

If students know they are going to be absent in advance, they must complete and submit *at least 24 hours before* to the Post 16 admin office, a *Leave of Absence* form. This is signed by all the subject staff who would normally be teaching the student on the day/s of their absence as well as their tutor. It is the student's responsibility to catch up with any work missed during this absence.

Authorised absences:

- Hospital appointment
- Visit to university for an open day or interview
- Work experience placement which is directly related to the course or chosen career
- Funeral of a close family relative or friend
- Driving test (not in lessons)
- Emergency doctor and dentist appointments
- Important religious festivals

Where possible, students must provide proof of the above e.g. letter, appointment card

Non-authorised absences:

- Holidays – unless authorised by the Post 16 Assistant Headteacher
- Part-time work
- Leisure activities and/or events such as birthdays or music festivals

- Driving lessons
- Medical and dental appointments which are routine and could be made outside lesson time
- Illness - unless medical evidence provided

For safeguarding purposes, on the first day of illness please telephone 01623 448854 to inform the school of any absence. Please repeat this on any subsequent days of illness.

If students are absent, in Y12, the parent is asked to notify the Post 16 centre. In Y13, the student can make the contact.

Signing Out Procedure

Any student who leaves the Centre during the day due to illness or appointment **must** make leave via the Post 16 gate and inform the Post 16 administration office. This is an essential part of our safeguarding for all students and ensures that in the case of an emergency situation, we are aware who is on site.

First day contact

From September 2017, staff in Post 16 will contact home using our school comms system if a student has been marked absent in a lesson and we have not been informed. This is to confirm reason for absence and a return to school date. It will also allow us to contact subject staff if the student feels they want missing work sent home.

Non-attendance at compulsory sessions

Attendance is monitored by both subject teachers, tutors as well as the wider Post 16 team. Courses are taught all year round and do not include 'catch up time' if students miss some lessons. If attendance starts to cause concern (i.e. below 95%) students will be referred to the centre intervention policy which may result in leaving the centre / course if there is no improvement.

Procedures for Teacher absence

Teachers are occasionally unavoidably absent. Where this is the case, the teacher will leave relevant cover work on the door of the classroom or on Show My Homework. Students must collect this and then report to the P16 administration office and complete the "Absent teacher" log to ensure that they get a present mark for the lesson. The student completes the work on site.

Centre intervention policy for attendance below 95%

The target for student attendance is 95%. Any student who falls below will be spoken to by their tutor about the reasons as to why and the potential consequences of poor attendance will be explained.

STAGE 1 Below 95% No further authorisation of absence (unless medical evidence provided).

STAGE 2 Below 90% Student put on attendance contract by tutor.

STAGE 3 Below 85% Attendance Improvement Meeting with Head of Year. Final Attendance Agreement signed by student and by parents/carers.

STAGE 4 No improvement in attendance will result in a meeting with Head of Post 16 and request to leave P16.

Parents will be informed at all stages. Support that needs to be put in place to help the student improve their attendance can be discussed with the student, parents and the Post 16 centre.

Transition from Year 12 to 13

Transition from year 12 to year 13 will depend on attendance as well as academic attainment and conduct.