



Prince Henry's Grammar School  
COLLABORATIVE LEARNING TRUST



# Sixth Form Attendance Policy

Last reviewed: October 2023

Next review due: October 2024

## **1. Sixth Form Attendance Policy Rationale**

The highest level of attendance is expected from every student in the Sixth Form at Prince Henry's Grammar School in order that they may receive their full educational entitlement. Everyone associated with the school – students, parents, staff and school governors must do all in their power to ensure that this is achieved, so that each student has the opportunity to develop their full potential. Teachers are expected to fulfil their legal obligation to record attendance as each school session, and to promptly register students in their classes throughout the day. We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our students.
- Building strong relationships with families to overcome barriers to attendance.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and students.
- Regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

## **2. Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996.
- Equality Act 2010.
- The Education (Student Registration) (England) Regulations 2006 (as amended).
- DfE (2022) 'Working together to improve school attendance'.
- DfE (2016) 'Children missing education'.
- DfE (2023) 'Keeping children safe in education 2023'.
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This policy operates in conjunction with the following school policies:

- Complaints Policy.
- Children Missing Education - Leeds (June 2022).
- Safeguarding and Child Protection Policy.
- Behavioural Policy
- Attendance policy (whole school)

## **3. Duties and responsibilities**

### **Assistant Headteacher – Post-16 and Director of Curriculum and Transition – Post-16**

- To oversee and monitor Sixth Form attendance and punctuality and update and apply Sixth Form policy as required.
- To ensure that parents are aware of the Sixth Form attendance expectations and procedures.
- To ensure that study periods are recorded on timetables so that parents can see clearly when students should be in school.
- To oversee and manage targeted intervention for students who are persistently absent.

- To maintain a high profile of attendance matters by including them as a topic in Year Team meetings, assemblies and parent information evenings.

#### **Year Manager – Post -16**

- To support the accurate coding of attendance and to monitor Sixth Form attendance, co-ordinating action, liaising with personal tutors, parents and other agencies where appropriate to support attendance.
- To attend inclusion team meetings with the Assistant Headteacher – Learner Support to gauge the correct level of intervention for different students.
- To work closely with students in the Sixth Form in order to increase attendance.
- To authorise students to leave school premises during the day if necessary due to ill health.

#### **Sixth Form and Celebrating Success Assistant**

- To support the Year Manager in maintaining accurate records of home study and in implementing action plans regarding monitoring Sixth Form attendance, including issuing points for students failing to sign in and out correctly and contacting parents on the first day of absence if no reason has been given.
- To oversee attendance data and ensure that, where registers have not been completed for afternoon registration marks, these are acted upon.

#### **Sixth Form Learning Support Assistant**

- To work with specific students to remove barriers to attendance through effective organisation
- To liaise with students and parents where long-term health conditions limit school attendance and to communicate with teaching staff to ensure work can be set for these students.
- To complete Home Study registers and Fixed Study registers so that an accurate record is maintained.

#### **Personal Tutor**

- To correctly completed morning registers, securing reasons for absence from students and reporting these to the year manager via the weekly absence returns.
- To ensure always that they encourage students to maintain a good level of attendance and punctuality at all times.
- To issue standards for learning points to students who are late to form and for failure to sign in for the morning session or in/out for home study correctly using the Inventory system.
- To reward good attendance using rewards on Arbor

#### **Parents**

- Parents are responsible for ensuring that their children attend school whenever it is possible.
- When occasions arise which make attendance impossible they are required to inform school at the earliest possible time of the reason for, and the expected length of the absence as per the attendance policy
- Parents are also responsible for providing up to date contact details including more than one emergency contact number.

## **Students**

- Students are responsible for making sure that their own attendance and punctuality is maintained at the highest possible level.
- They are responsible for ensuring that they receive their mark, including signing in and out using InVentry whenever they enter or leave the school site.
- They are responsible for bringing notes or ensuring messages are sent to school before (if possible) or after absence and for organising with the teaching staff about how to catch up any work missed.
- They should monitor their own attendance on Arbor and provide reasons for absence to the form tutor for the weekly absence returns.

## **Student Registry**

- Student registry staff are responsible for collating and checking registers and monitoring the use of the InVentry system for sign in/out.

## **Subject teachers**

- Subject teachers are responsible for taking the register accurately and promptly for every Sixth Form lesson they teach, coding students as late if required, and for issuing SfL points to students who are absent with no good reason or who are late. This is essential if student monitoring is to work effectively.

## **Attendance and student support**

- The Admin Officer: Student Services will carry out targeted intervention around students whose attendance drops below agreed levels in consultation with the Year Manager. This will include letters home for students whose attendance drops below 90%.

## **School Governors**

- The Local Governing Committee will be informed of Sixth Form attendance matters through the Headteacher's report.

## **First Aiders**

First Aiders will record the names and details of students who visit them and liaise with the Year Manager except in cases of emergency.

## **Procedures for dealing with absence**

1. Students will sign in and out using InVentry and this will be checked at morning registration by form tutor
2. Parents will be required to contact the school office via telephone or text before 8.30am on the first day of their child's absence. They will be expected to provide an explanation for the absence and an estimation of how long the absence will last e.g. one school day.
3. In the event of no contact from home on the first day of absence, the Sixth Form and Celebrating Success Assistant will contact home to ascertain the reason for absence.
4. If the school is not notified of the reason for the absence it will be recorded as unauthorised. Other absences will be coded in line with the whole school attendance policy. Home study will be recorded as X

5. The Sixth Form team will provide a weekly report on unexplained absences and form tutors will speak to students, giving SfL points where necessary for unauthorised absence or failure to sign in or out and ensure that students notify the Sixth Form team of reasons for absence.
6. The school will not request medical evidence in most circumstances of absence less than **5 days** where a student is absent due to illness; however, the school reserves the right to request supporting evidence. The following types of absence will be dealt with in line with the whole school attendance policy:
  - Parental absence requests
  - Illness and healthcare appointments
  - Religious observance
  - Gypsy, Roma and Traveller absence
  - Absence in exceptional circumstances
7. The Year Manager will monitor Arbor for problem attendance and identify students for intervention.
8. The Year Manager will attend the fortnightly inclusion meeting to deal with attendance problems and discuss appropriate interventions.
9. The Year Manager will discuss attendance issues with the Assistant Headteacher – Post-16 and/or Director of Curriculum Post-16 and strategies for monitoring problem attendance will be identified. Parents will be involved and invited to discuss strategies to improve attendance/punctuality.
10. Appropriate sanctions on the Standards for Learning system will be issued to students accruing points for attendance and punctuality issues.
11. Letters will be sent home when attendance drops below agreed thresholds with no clear reason.

#### **Long Term Absentees including SEND and health-related absence**

1. If there has been no response to contact with home after 1 week, the year manager will trigger a letter home.
2. After 10 days without a response, a second letter will be sent. If this produces no response then after 20 days the student will be deemed to have left Sixth Form and will be removed from roll. They will be reported as NEET to Leeds LA.
3. Where there is contact with home and reasons given for absence, including SEND and health related absence, this will be monitored by the Year Manager and all appropriate steps taken to ensure that the student returns to full time attendance in line with the school attendance policy.
4. Where attendance continues to be an issue without good reason, attendance contracts will be used and an attendance panel may be convened.

#### **Reintegration**

1. Long term absentees will have a meeting with the Year Manager and a reintegration plan will be drawn up. This will be appropriate to the needs of the student.
2. The programme will be planned as appropriate in negotiation with the parent, student, SENCO, Year Manager and Assistant Headteacher – Post-16, as well as any other relevant professionals.
3. This may involve phased return to lessons with additional home study given on a temporary basis. The Year Manager will liaise with subject teachers to manage the workload of catching up.
4. Reintegration to a full timetable should be achieved as soon as possible.

**Staff must accept that this is a difficult process, fraught with problems. Although success at first may be limited and slow, it must be accepted that it is school policy to persevere in creating a**

**supportive and welcoming environment and to remove barriers which would prevent students returning to school.**

Time will be made available for regular communication and reviewing between Personal Tutor, Year Manager and Parents.

Staff will be expected to enhance the supportive, positive and welcoming environment when they encounter these students in school.

**Private study periods**

- Sixth Form students will have a number of private study periods on their timetables.
- At the start of the year some periods are identified as fixed study periods. These must be spent in school using the library (Year 12 and 13) or the Quad (Year 13 only) for private study.
- The remaining study periods are flexible study periods which may be taken in the Quad or Library or may be converted to Home Study during the year according to the relevant protocols.

**Home Study periods**

- At the start of Year 12 all students are permitted to take up any free p5 lessons as home study.
- At the start of Year 13 all students are permitted to take any free p4 and 5 lessons as home study.
- Home study is only permitted in the afternoon apart from in exceptional circumstances.
- In October and February, students with high levels of attendances, good progress reports and a certain number of study stamps are eligible to opt for additional periods of home study during p3 and 4 which are added to the timetable.
- Home study may only be taken on the timetabled Home Study sessions.
- If attendance falls below acceptable levels, home study privileges are revoked, and students above 10 standards for learning points may not take home study.
- Students must sign out when leaving for Home Study using the Inventory system. Failing to do so will lead to home study privileges being revoked.

**Rewards and incentives**

As good attendance is regarded as a priority at Prince Henry's Grammar School it must be given a high profile. This will be achieved by:

1. Stressing the importance of good attendance at Y12 Induction Days and New Y12 Parents' Evening
2. Reminding parents and students of our expectations regarding attendance through the Sixth Form prospectus and planners.
3. Requesting students to monitor their own attendance on Arbor and ensure that attendance is recorded accurately.
4. Rewarding good attendance with additional Home Study
5. Rewarding good attendance with half-termly reward vouchers, termly certificates in achievement assemblies and the end of term attendance draw.
6. Parents will be sent termly attendance figures for their child via the progress reports.
7. Governors will be given regular updates on attendance figures and will be invited to participate as is felt appropriate at school based panel meetings.

## **Punctuality**

Prince Henry's Grammar School Sixth Form expects a high standard of punctuality from all students.

If a student arrives late at school and misses registration they must sign in using Inentry. Students who are late without good reason will receive a SfL point. If a student is late frequently, the different stages of the standards for learning sanctions will be applied and parents contacted.

## **Out of School Appointments during the School Day**

Where possible, student should avoid making appointments during the school day. This includes booking driving theory tests. If an appointment cannot be rearranged for a time outside the school then the appointment booking must be shown to the Form Tutor and Student Reception when signing in or out.

## **Unauthorised absences**

Selected lesson truancies, whole session truancies, unexplained absences (no note from home or phone call), arriving after registration has closed are each serious unauthorised absences and recorded in the official returns. All colleagues must do their best to discourage these by following up all absences in order to maintain high attendance figures. Students whose absence is unauthorised will receive standards for learning points.

## **Monitoring and review**

The Sixth Form team monitor attendance and punctuality throughout the year. The Sixth Form attendance target is **97%** and the Sixth Form target is for persistent absence to be no larger than **10%**.

The whole or parts of this policy can be reviewed and changed at any time if appropriate and all changes will be communicated to relevant stakeholders. The policy will be reviewed annually by the Assistant Headteacher and SLT. The next scheduled review date for this policy is October 2024.

**Mrs C Willis**

**Assistant Headteacher: Post-16 Learning**

## Letter 1

Dear «ParentCarer\_Salutation»

### Attendance: Letter 1- we are concerned about your child's attendance

Re: «Pupil\_Full\_Name»                      DOB: «DOB»

I am writing to you today to explain that we are concerned about your child's attendance which is currently [ATTENDANCE]. Our target for all students is 97%. Whilst we do understand that some absence because of illness may be unavoidable, when attendance falls below 95% concerns are raised about the possible effects on a student's academic progress and social interaction.

The overview below shows the impact of absence on student progress in A level examinations:

Attendance over the full year	Days missed	Lesson missed	Average A-level grades achieved at PHGS last year
98-100%	0-4	0-12	AAB
95-98%	4-9.5	12-29	ABB
95-90%	9.5-24	29-72	BCC
90-80%	24-35	72-105	CCC
<80%	35+	105+	CCD

Attendance targets are cumulative throughout each academic year which means that your child's attendance total will increase with further full days in school. As each school year starts in September, it only takes a couple of absent days to fall to 97% in the first term.

If you have any concerns about your child's health or you would like some support from school, please do not hesitate to contact your child's year manager or the school attendance officer.

We want to work collaboratively to ensure that every student has the very best school attendance.

Yours sincerely,

Pastoral Team



## Letter 2

Dear «ParentCarer\_Salutation»

**Attendance: Letter 2 – we continue to be concerned about your child's attendance**

**Re: «Pupil\_Full\_Name»                      DOB: «DOB»**

We have already made contact to inform you that «forename»'s attendance is below our school target. Unfortunately, «forename»'s attendance since the start of this school year has now fallen to «percentage\_attendance»%. Whilst we do understand that some absence because of illness may be unavoidable, when attendance falls below 95% concerns are raised about the possible effects on a student's academic progress and social interaction.

The Department for Education regards a child at 90% attendance and below as a 'Persistent Absentee'. We need to make you aware of this.

As a result, we can no longer authorise any absence unless the relevant medical evidence (e.g. prescription/appointment card/hospital letter) is provided.

If there are any issues concerning «forename»'s attendance which you have not already made us aware of, please contact the attendance team so we can update our records and offer support where needed. We do want to help.

Without improvement in «forename»'s attendance further intervention will be required. Our staged procedures for this are in the attendance policy on our website. We would like to remind you that any future absence or lateness needs to be explained by an email or letter on their return to school along with any relevant medical evidence. **Please see the enclosed registration certificate and if there are any absences marked U or N these are absences for which we require an explanation.**

Under Section 444 of the 1996 Education Act, it is the responsibility of parents/carers to ensure their children attend school regularly.

Prince Henry's Grammar School works to the Department for Education policy for student attendance which means that from September 2015, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time. Parents may receive a penalty notice if their child is absent from school without permission. The cost of this notice will be £60 per parent/carer per child if paid within 21 days, and £120 if paid between 22 and 28 days.

I hope that we can work together to improve «forename»'s attendance. We thank you for your co-operation in this matter.

Yours sincerely,

xxxx

Attendance Officer

**Letter 3a – invitation to SAP meeting**

Dear «ParentCarer\_Salutation»

**Attendance: Letter 3- invite to a School Attendance Panel Meeting**

**Re: «Pupil\_Full\_Name»                      DOB: «DOB»**

Following a recent attendance check I can see there are ongoing concerns about «Pupil\_Name»'s attendance. I enclose a copy of their registration certificate for your information.

As a result of these concerns I would like to invite you to a school attendance panel which will be held in school on «**appointment time and date**». This will be an opportunity to discuss the barriers to excellent school attendance and to agree targets for improvement which will be reviewed in 4 weeks. Progress towards these targets will inform our next steps. The meeting will be with the Sixth Form Year Manager and the Assistant Head teacher or Director of KS5.

If the above appointment is not convenient, please do not hesitate to contact the Sixth Form Year Manager on the above number to make an alternative arrangement, as the meeting will go ahead in your absence if you do not attend.

Yours Sincerely,



Mrs C Willis

Assistant Headteacher – Post-16

**Letter 3b – invitation to SAP meeting**

Dear «ParentCarer\_Salutation»

**Attendance: Letter 3- invite to a School Attendance Panel Meeting**

**Re: «Pupil\_Full\_Name»                      DOB: «DOB»**

Following a recent attendance check I can see there are ongoing concerns about «Pupil\_Name»'s attendance. I enclose a copy of their registration certificate for your information.

As a result of these concerns I would like to invite you to a school attendance panel which will be held in school on «**appointment time and date**». This will be an opportunity to discuss the barriers to excellent school attendance and to agree targets for improvement which will be reviewed in 4 weeks. Progress towards these targets will inform our next steps. The meeting will be with the Student Wellbeing Officer allocated to your child and the Sixth Form Team.

If the above appointment is not convenient, please do not hesitate to contact us on the above number to make an alternative arrangement, as the meeting will go ahead in your absence if you do not attend.

Yours Sincerely,



Mr L Wilson

Assistant Headteacher – Learner Support