

Sixth Form

Attendance Policy



William Hulme's Grammar School
The best in everyone™
Part of United Learning

William Hulme's Grammar School takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students.

All A level courses are intensive, and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students also have non-contact periods on their timetables for private study and independent work.

If students are granted the privilege of studying at home in the afternoon, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should, therefore, aim for at least 96% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organized and someone who takes their responsibilities seriously.

All school staff will work with students and their families to ensure each student attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

Sixth Form Attendance

William Hulme's Grammar School aims to:

- Improve the overall percentage of students at school to above
- Make attendance and punctuality a priority for all those associated with the school, including students, parents, teachers and Governors
- Provide support, advice and guidance to parents and students
- Develop a systematic approach to gathering and analysing attendance-related data
- Implement a system of rewards and sanctions
- Recognize the needs and support of the individual student in the event of significant periods of absence

Partnership

What the School Expects of Students

- Attend regularly, on time and ready to learn
- When in school, attend all lessons and arrive to all lessons on time

- Register biometrically, attend form periods, assemblies and PSHE
- To sign in at Reception if they arrive after registration time and then register biometrically in the Sixth Form Centre
- To tell a member of Sixth Form Team if there is any problem, which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours
- Complete an absence request form if they need to arrive late or leave early for an appointment or will be absent from school for a full/half day. This should be completed and signed by a parent/carer and returned to the Sixth Form Administrator, as soon as possible. This form is available to download from the website or collect a paper copy from the Sixth Form Administrator.

What the School Expects of Parents/Carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school on the **first day** their child is absent for any reason and then on **all** subsequent days
- To not take holidays in term time
- To speak to a member of Sixth Form Team if they know of any problem, which may prevent their child from attending school
- To provide evidence to support absence such as an appointment card/letter, or to provide a note, signed by the parent/carer, school explaining the reason for absence
- To complete an absence request form as outlined above for planned absences

What Parents/Carers and Students can Expect from School

- A Sixth Form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers

Absences

Acceptable reasons for being absent from school, set by the Department for Education:

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has toothache and has an emergency appointment
- A day of religious observance by the religious body to which the pupil's parent/carer belongs

- The student is prevented from attending by an unavoidable cause
- There is a close family bereavement
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work
- University and Employer Open Days – students may attend no more than two of these events in an academic year
- Work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance. Parents/carers may wish to note that there is a scheduled week of work experience towards the end of Year 12. Please contact the school if you require further details.

Unacceptable reasons for keeping a child away from school are:

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- To pick up or drop off at the airport
- Sleeping in
- One child is ill, so all are kept off school
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Driving lessons or tests
- Adverse weather conditions

If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence. Parents/carers will also be asked to provide medical evidence if a student is absent frequently.

Leave of absence will not be given to enable a pupil to undertake employment during school hours.

Signing In and Out

It is a legal requirement that we know who is in the school building at all times.

Students must make sure that they register biometrically every day and sign in each time they are late to school. They must also sign out each time they leave the building throughout the day.

In-School Procedures

We are keen to identify attendance concerns at the earliest opportunity to give parents/carers, students and the school the ability to intervene early and prevent further decline. We will do this by following the procedures outlined below.

Unexplained Absence Process

If a student is absent from school and we have received no communication from either the student or a parent/carer a text message will be sent to the InTouch contact on the morning of students' absence requesting a reason.

A reply is required stating the reason for the students' absence to enable attendance records to be updated; if no reply is received, this will be recorded as an unauthorized absence.

Cause for Concern Process

Cause for concern interviews will be held with the student's form tutor when attendance is between 90% and 95%.

This early intervention is intended to identify concerns and to provide support/intervention if needed.

STAGE 1 – Sixth Form/Attendance Team Intervention

Attendance Below 90%

- Should attendance decline to 90% or below students will be invited to attend a meeting with a member of the Sixth Form/Attendance Team.
- This meeting is an opportunity to discuss in detail the issues/barriers that are impacting your child's attendance to school.
- A letter will be sent to parents/carers informing you that this meeting has taken place.
- Attendance will be monitored closely for 4 weeks.

STAGE 2 – Sixth Form Attendance Lead Intervention

Continued Poor Attendance

- Parents/carers of the student will be invited into school for a meeting with the Sixth Form Attendance Lead where we will address the main issues and agree targets and support actions to help improve your child's attendance.
- An Attendance Agreement will be issued with targets and action points put into place that are agreed by the Sixth Form Attendance Lead, the student and parent/carer.

We will monitor and review your child's attendance over the following weeks to identify any significant improvement in their attendance. If this has been achieved, then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous Attendance meeting.

STAGE 3 – Head of Sixth Form Intervention

Failure to Meet the Targets set by the Attendance Agreement

- Parents/carers of the student will be invited to a meeting.
- The offending student will be asked to meet with the Head of Sixth Form with parents/carers. The school's Director of Attendance will also be invited.
- A written warning will be issued if appropriate and the attendance agreement will be re-issued.

STAGE 4 – Senior Leadership/Principal Intervention

Continued Failure to Meet Targets of Attendance Agreement

- Possible request to leave Sixth Form if student is persistently absent from school and refuses to engage in intervention procedures.
- Appropriate disciplinary proceedings will be decided by the Principal.

- CEIAG interview will be offered to the student.
- The parents/carers of the student will be involved in the process.

Attendance below 85%

Any student whose attendance drops below 85% will be invited to an immediate meeting with the Principal and Head of Sixth Form. The parent/carer will also be expected to attend the meeting. Should there be no genuine reason or circumstances to explain this level of absence, the school reserves the right to withdraw the Sixth Form place permanently.

Holidays

Holidays **will not be authorised** in school time. Parents/carers wishing to apply for exceptional circumstances need to complete a Request for Exceptional Term Time Leave form at least 20 school days prior to the absence and submit this for to the Principal. Upon receipt of a Request for Exceptional Term Time Leave, a decision will be made (the Principal's decision is final), and parents/carers will be notified in writing of our decision, course of action and how the absence will be recorded on our system.

A copy of this form can be downloaded from the WHGS website.

Funding regulations dictate that a student MUST be withdrawn from their course of study if they are absent for 20 consecutive school days. The Education and Skills Funding Agency does not distinguish between authorized and unauthorized absence for this purpose.

Policy Information and Review

Designated Lead Person/s	Mr B Howarth, Associate Vice Principal / Head of Sixth Form
Created/Reviewed	
Date of last review and by whom	May 2018 / Mr B Howarth
Link Governor (if applicable)	
Ratification by Local Governing Body	
Next Review Date	September 2018

Attendance Flow Chart

Stage 1

Sixth Form/Attendance Team Intervention
Meeting held with students whose attendance is below 90%



Continued poor attendance

Stage 2

Sixth Form Attendance Lead Intervention
Parental meeting with student and AL, attendance agreement completed



Failure to meet requirements of Attendance Agreement

Stage 3

Head of Sixth Form Intervention
Parental meeting, attendance agreement and written warning



Continued failure to meet requirements of Attendance Agreement

Stage 4

Senior Leadership/Principal Intervention
Possible request to leave Sixth Form
Alternative pathway interview

Attendance below 85%

Meeting with Principal
Possible request to leave Sixth Form
Alternative pathway interview