

LLT Attendance Policy Appendix: Sixth Form Attendance

Our attendance policy in the Sixth Form is rooted in the whole school attendance policy, while also recognising the particular needs of post 16 students. It is based on the following key principles:

- A Sixth Form education is a **full time commitment** and students are expected in school every day for the full day, except for authorised absences (see below)
- Post 16 learners thrive when they **fully immerse** themselves in academic, extra curricular and social aspects of sixth form life and good attendance is a key requisite for embracing all aspects of the wider curriculum.
- We are committed to the **personal development** of the young adults in our care and are happy to authorise absences for appropriate extra curricular activities, where these do not clash with timetabled lessons.

Attendance remains as important in the sixth form as it is in the lower school. A 2019 study by the Sixth Form Colleges Association shows that a student with 85% attendance will achieve approximately 2 grades lower across a 3 A Level programme than a student with a similar GCSE results whose attendance is 95%. We therefore ask our students to aim for 95% attendance. A student with an excellent attendance record is a student who lives out our values, demonstrating a commitment to getting involved, working hard and doing their best.

We recognise that all young people have different challenges and that there may be times when it is unavoidable for a student to be absent from school. As a caring institution, we are committed to working in partnership with students and parents/carers, as outlined below.

Working in Partnership:

As a Sixth Form, we commit to:

- Providing a high quality post 16 education which is dependent on good attendance.
- Ensuring that messaging around attendance expectations is clear to students at all stages, including transition into sixth form.
- Recognising and praising good attendance.
- Communicating promptly with parents over any concerns over attendance.

We ask parents to:

- Encourage good attendance for their child.
- Endeavour to make appointments (e.g. medical) outside of lesson time wherever possible.
- Avoid booking holidays in term time.
- Contact school either by telephone on 015242 71275 or email to studentabsence@ges.org.uk on the first day of any unplanned absence.
- Communicate any concerns about pastoral issues affecting their child's attendance to the sixth form leadership team.

We ask students to:

- Attend school regularly and punctually.
- Attend morning registration, all lessons and designated study periods on time.
- Remain on the school site other than at lunchtime, where sixth formers have the privilege of leaving the site if they wish.

- Sign in at one of the 2 **Period 5 Check In points** (see below) if they do not have a lesson on period 5 of any given day.
- Communicate with their form tutor any issues which are affecting their attendance.

Procedures:

Student absence:

- For planned absences, parents or carers should request via email or phone as outlined above. The request will be referred to the sixth form leadership team for approval.
- Please note that students should not make absence requests personally to the sixth form leadership team; they may wish to discuss their absence, but we can only authorise absences with a request from a parent or carer.
- If students leave the site for an authorised absence, they must sign out at the screens in Pupil Reception or Studio Reception.
- Planned absences are likely to be authorised in the following circumstances:
 - Medical appointments that cannot be arranged out of school hours.
 - Days of religious observance of the faith to which the student belongs.
 - University/employer open days
 - Please note that this does not include interviews for part time work, which must be arranged outside of school hours.
 - Driving lessons or tests only when these fall in free periods rather than timetabled lessons.
 - Family bereavement or other personal circumstances which warrant an absence on compassionate grounds.
- For unplanned absences, parents or carers should email or phone the school on **the first day of absence and all subsequent days.**

Independent study time:

- Sixth form students have free periods on their timetable in order to keep up with the increased level of independent study required for post-16 courses.
- It is expected that these periods will be spent in either the sixth form library, the Meadow Room or the free classrooms indicated on the timetables outside the sixth form offices; sixth form study is a full time commitment and using their free periods effectively will reduce the workload and stress that can come with intensive post 16 courses.

Period 5 procedure:

- If a student does not have a timetabled lesson during period 5, they must sign in using the QR code at one of the Period 5 check in points between 1.55 and 2.10 (Meadow Room) or 2.10-2.20 (Sixth Form Library).
- This is in order that we fulfil our safeguarding responsibility to ensure that we know that students are on site and is particularly important in case of an emergency evacuation.

Leaving the school site:

- Students in the sixth form have the privilege of leaving the school site at lunchtime if they wish. If they wish to do so, they should tap out and in using the Inventry readers. This again is essential for our safeguarding procedures. They will need to double tap to exit the site.

Earned Autonomy:

- Due to the nature of our timetabling, some students may have a full day with no timetabled lessons. We know that some students can manage the autonomy of working from home well in these circumstances, but equally that this is not suitable or beneficial for all students. We therefore invite any students whose most recent effort grades are at an average of 3.5, and whose attendance is at least 95% for the school year to date, to apply for an Earned Autonomy day. Students should apply by completing the online form, the link to which can be found on their form group Team. Once approved, they can then work from home on the designated day. Students may also apply for two Earned Autonomy half days if this is preferable to them.

Attendance concerns:

- We are committed to working with students and parents to ensure good attendance and good outcomes for all our young people.
- If we have a concern about your child's attendance, the following support and actions may be used:
 - One to one conversation with member of the leadership team to identify any issues causing low attendance.
 - Letter of concern to be sent to parents should attendance fall below 90%, although we will always judge these on a case by case basis.
 - Attendance report/supervised study/parental meetings to be used in cases of persistent concern.