



Sixth form Attendance Policy

Rationale

At St. Mary's we believe that young people cannot learn if they are absent from school. Therefore, we aim to ensure that all our children and young people take full advantage of the educational opportunities available to them and will strive to raise standards by promoting the regular attendance and punctuality of our pupils. We believe the foundation of securing good attendance is that our school is a calm, orderly, safe, and supportive environment where our pupils will want to be and are keen and ready to learn.

Aims/Expectations

- To demonstrate that improving attendance is everyone's business and embed a 'support first' approach.
- To develop and maintain a whole school culture that promotes the benefits of good attendance and is an integral part of the school's ethos.
- To work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships.

Attendance Targets

- To keep whole school attendance above 96.4%.

Attendance and Punctuality:

Full and punctual attendance to lessons and registration is expected. Any absence must be authorised by the school. When a student develops a pattern of absences or a known absence is longer than expected, the school will try to resolve the problem with the parent. The Government considers that students with an attendance of less than 90% are deemed to be persistently absent from school. This figure has been set following research which shows that persistent absence has a direct link to poorer life chances. We, as a school, will be working to ensure that all of our students will be achieving a high level of attendance, and would ask for your support in this matter.

Where attendance is less than 90%, the School reserves the right not to pay the cost of examination fees.

If a pupil has been absent continuously for at least 20 school days with unauthorised absences, we will assume the young person has left St Marys Sixth Form and they will no longer be a member of St Marys Sixth Form.



ST MARY'S CATHOLIC SCHOOL 6th FORM



All holidays taken during term-time will be unauthorised unless there are exceptional circumstances that are discussed with and approved by the school. If your child is absent from school because of a holiday which has not been agreed, this will be classed as an unauthorised absence. It is in your young person's best interests to be in school during the school term.

The school site opens from 8:20am for students. Students arriving at registration after 8.40am will be marked late by their Tutor. If students miss a registration and arrive after 8:55am they must sign in using the terminal in the Student Hub.

Requesting permission for planned absence:

Apart from unforeseen circumstances or illness, requests for absence, such as for driving tests or University visits, should be made in writing to c.palmer@stmarys.net in advance of the actual event (**at least 48 hours before**) and as soon as the date is known. **A screenshot of the confirmation of appointment will also need to be included in the request for the absence to be authorised.** For absence requests for appointments such as doctors or dentist, the electronic student planner should be used and a screenshot of the appointment confirmation included.

Reporting absence on the day:

Any student absence, whatever the reason, must be reported by 9.30am on each morning of absence, by a parent/carer using our Student Planner or by calling the school absence line (01279654901 Option 1) Please give a detailed description of the reason for absence. **Brief reasons such as ill, poorly or unwell will be marked as an unauthorised absence, name of the person leaving the message and a contact telephone number.** Only the school can authorise an absence. An explanation given by a parent/carer is not always sufficient for the school to authorise it. Absence must be reported on the first and every subsequent day of absence.

Late Arrival/Missed Registration:

Any student missing a form-group registration, either morning or afternoon for any reason, should sign in late using the sign in/out screen in the student hub. If they do not do so, then an unauthorised absence may remain on their record and parents may be unnecessarily notified of absence. If parents/guardians are aware of a reason why their child will arrive late on any occasion, they should notify the school using the Student planner.

Signing Out:

Signing out is done using the sign in/out screen in the Student Hub. Any student needing to leave during the School day for an appointment etc. must have already requested this absence via the student planner. Students without an authorised request already marked on their register will not be allowed off site until contact has been made with a parent/carer. If students wish to go off-site during lunchtime, they



ST MARY'S CATHOLIC SCHOOL 6th FORM



do not need to seek permission but they must sign out with Mrs Newman in the Sixth form Block. Students must sign out whenever they leave the site (other than at normal end of the school day).

Signing Back In:

Signing back in on return from an appointment must also be done electronically using the sign in/out screen in the Student Hub.

Year 13 Off-Site Privileges:

At SLT discretion, there may be certain mornings or afternoons that students with a study period are allowed to arrive late or leave early. Any such occasions will be communicated to students and may become a regular reward if handled appropriately. Students do not have permission to study at home at any other time during the school day.