

Sixth Form Attendance Protocol

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 students take full advantage of the educational opportunities available to them by promoting high levels of attendance and punctuality of our pupils.

Aims and 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%**.

Attendance:

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 academic research that proves 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 ask for your support in this matter.

St Mary's Sixth Form operates a levelled sanctions structure, as set out in the Sixth Form Home-School Agreement. Significant or persistent low attendance forms an important aspect of this levelled sanctions structure:

Level 1 – Formal written warning

Level 2 – Second written warning which the school reserves the right to refer to this in future academic or job references.

Level 3 – Final written warning (usually coupled with parental meeting). The school will use this in future academic or job references.

Level 4 – Withdrawal of Sixth Form place

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 Mary's Sixth Form and they will no longer be a member of St Mary's Sixth Form.

All holidays taken during term-time will be unauthorised unless there are exceptional circumstances that have been discussed and agreed with the school.

Punctuality:

The school site opens from 8:15am for students. Students arriving late to registration (after 8.40am) will be marked late by their Form Tutor. Weekly school sanctions are in place for students with poor punctuality.

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:

Requests for medical appointments, driving tests, University/College visits, etc. need to be submitted at least **48 hours in advance, and must be accompanied by evidence of the appointment (e.g. screenshot) for the absence to be authorised.**

Please submit your request to your child's relevant Year Manager:

e.jose@stmarys.net (Year 12)

c.ribeiro@stmarys.net (Year 13)

Please note the school does not allow for students to miss parts of the school day for driving lessons.

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 by calling the school absence line (01279654901 Option 1) or by email to the relevant Year Manager:

e.jose@stmarys.net (Year 12)

c.ribeiro@stmarys.net (Year 13)

Please give a detailed description of the reason for absence, name of the person leaving the message and a contact telephone number.

Brief reasons such as ill, poorly or unwell will be marked as an unauthorised absence.

Only the school can authorise an absence. An explanation given by a parent/carer is not always sufficient for the school to authorise it.

If a child's absence has not been reported by 9:00am, it will not be authorised. In line with the school's safeguarding procedures, truancy calls will be sent on a recurring basis to the legal guardian of the child until the absence is contextualised.

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 (e.g. for an appointment) must have already received authorisation following school protocols (see above)

Students without an authorised mark on their register will not be allowed off site until contact has been made with a parent/carer.

A privilege St Mary's Sixth Form students enjoy is the opportunity to go off-site during lunchtime. Students must sign out when they leave the school site for lunch, and sign back in (at the Student Hub).

Please note: this is a privilege, not a right. The school reserve the right to revoke this privilege should a student abuse it (e.g. returning late to afternoon lessons, etc.)