



Sixth Form Attendance Policy Rodillian Academy Only

Date of Review: September 2018
Approved by: Trust Board
Next Review Date: September 2019

Overview

This attendance policy has been drawn up to clarify expectations of students in Sixth Form at Rodillian Academy.

High levels of attendance and excellent punctuality are both characteristics of students who achieve their potential. Research shows that poor attendance and punctuality have a detrimental effect on outcomes. Attendance below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades below when attendance falls below 90%.

It is, therefore, a key area of focus for the Sixth Form Team at Rodillian Academy. Our aim is to reduce the number of students with attendance of less than 90% and we have an aspirational target of 95% for the whole Sixth Form.

Expectations

Sixth Form students are expected to maintain a cumulative attendance rate of 95% or more.

Students are expected to attend all timetabled lessons, including tutorials, assemblies and resit lessons (where required). Additional study support sessions or work placement sessions may appear on the timetable as per the needs of the student and these will also be compulsory. Timetabled sessions may take place between the hours of 8.45am and 3.20pm. Every session is compulsory and counts when calculating attendance levels.

Responsibilities

Subject teachers are expected to complete a register using SIMS during each lesson. This is vital in alerting the Sixth Form Team to any unexplained absences.

The Sixth Form Team are responsible for monitoring attendance patterns within the Sixth Form and a policy of intervention is to be followed at all times in order that this process is consistent and rigorous.

Parents/ Carers have overall responsibility for their son/ daughter's attendance and should contact the school as appropriate to inform of absence and discuss any concerns.

Students are responsible for their attendance and punctuality. They should arrive on time for all lessons, tutorials and other timetabled sessions.

Procedures

For Planned Absences:

Students are to complete a Leave of Absence Form. This should be signed by the Head of Year or the Head of Sixth Form, entered on SIMS and filed. Supporting evidence should accompany Leave of Absence Forms where appropriate.

For Unplanned Absences:

Students are to contact school by 8am on the first day of absence. This is done through the school attendance line, or by emailing the relevant Head of Year.

On returning from an unplanned absence, students must complete a Return to School Form which should be handed to the Head of Year or the Head of Sixth Form. As above, the reason for absence will be recorded on SIMS and the documentation filed.

Monitoring

Daily reports will be generated at 11am to identify those students who have failed to attend school and, where there has been no reason provided, a phone call will be made to ascertain the reason for the absence. If no reason was given; the student is expected to complete a Return to School form as outlined above.

Weekly reports will be generated on a Friday to show students who have had unexplained absences despite attempts to communicate. These unexplained absences will result in a phone call home on the following Monday and a conversation with the appropriate member of the KS5 team.

Reports will also be produced on a weekly basis to monitor running totals for all students as well as the number of periods of absence. Where attendance is below expectation and/ or there have been a number of periods of absence, a series of interventions will be put in place, including parental contact, meetings and attendance contracts.

Please be aware that failure to improve attendance could result in the withdrawal of the student's place at Rodillian Academy Sixth Form.