



**Ratified: July 2021**

**Bishop Walsh Catholic School Sixth Form**  
**Attendance and Punctuality**

**Ratified: June 2023**

**Purpose**

The purpose of this document is to provide clear guidance to students, staff, parents/carers and other stakeholders about the expectations of the school with regard to attendance and punctuality. In order to promote and encourage excellent attendance for all learners, Bishop Walsh Catholic School will adopt the 5 Foundations of Effective Attendance Practice Framework. The emphasis of this framework is on developing a school culture and climate of belonging to ensure all children can attend school and thrive. Please refer to the main Bishop Walsh Attendance Policy for more information on the aims of the strategy. Bishop Walsh Catholic School takes attendance very seriously; good school attendance plays an essential part in academic development for post 16 students. All our courses are intensive, and students cannot afford to miss valuable teaching and study time.

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, organised 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.

**Sixth Form Attendance**

Bishop Walsh Catholic School Sixth Form aims to:

- Improve the overall percentage of students at school
- 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
- Recognise the needs and support of the individual student in the event of significant periods of absence.

### **What the School Expects of Students**

- Attend regularly, on time and ready to learn. At the start of the day, students must be lined up outside of their form rooms by 8.50 in the morning.
- When in school, attend all lessons and be punctual
- (*Year 12 from after October half term*) To register out of school between 2.20pm and 2.30pm if they have a non-contact time period 5. Please note, this is a privilege and can be taken away from a student at any point (even on the day) if there are any academic issues which occur during the school year
- (*Year 13 from Sept*) To register out of school between 2.20pm and 2.30pm if they have a non-contact time period 5. Please note, this is a privilege and can be taken away from a student at any point (even on the day) if there are any academic issues which occur during the school year
- To tell their Head of Year if there is any problem, which may prevent them from attending school
- Students should not miss lessons to attend interviews, shifts or inductions for part-time work
- Driving lessons or tests - note that driving lessons cannot be booked during a student's non-contact time. These lessons/tests can be booked after school hours or at the weekend
- Students should make every effort to make medical/dental appointments out of school hours; if this is unavoidable then they must contact their Head of Year
- Provide a written request using the planned absence 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 written and signed by a parent/carers and given to the Head of Year, at least a week in advance of the event
- Students are expected to attend school at 8.50am, even if they do not have a lesson period. As a full time student, they are expected to complete full time hours.
- Upon return to the Sixth Form, students will be expected to collect and catch up on any work that was missed.

### **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 not take holidays in term time
- To contact school by telephone or email on the first day their child is absent for any reason by 8.50am and then on all subsequent days by 8.50am.

- To communicate with their child's Head of Year 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 explaining the reason for absence
- To complete an absence request form to request exceptional leave of absence. These are available from the Sixth Form Administrator and Mentor who is based in the study area or from the Head of Year
- 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.

### **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 with regards to attendance

### **University and Employers Open Days.**

In light of the fact that most prospective employers and universities now have weekend open days, students are strongly encouraged to only book them at these times. Parents must contact their child's Head of Year in the very rare case where a university does not offer a weekend open day.

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.

### **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 them. It is a

parent's/ carer's responsibility to reply 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 unauthorised absence.

### **Request for leave as a consequence of exceptional circumstances**

Requested leave will not be authorised in school time. Parents/carers wishing to apply for exceptional circumstances need to contact the Head of Sixth Form at least 20 school days prior to the absence. Upon receipt of the correspondence, a decision will be made and parents/carers will be notified in writing of our decision, course of action and how the absence will be recorded on our system.

### **The rule after prolonged consecutive days of absence.**

If a student is absent from school for 10 consecutive days, we reserve the right to withdraw them from their course of study. We will not distinguish between authorised and unauthorised absence for this purpose.

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 authorised and unauthorised absence for this purpose.

## **STAGE 1 – Form Tutor/Head of Year Intervention**

### **Attendance to School or Attendance to Lessons 96% or Below**

- Should attendance to school or attendance to lessons decline to 96% or below, students will be invited to have a discussion with the Head of Year and or the form tutor.
- This meeting is an opportunity to discuss in detail the issues/barriers with the student.
- Attendance will be monitored closely for 2 weeks.

## **STAGE 2 – Head of Year Intervention**

### **Poor Attendance or Poor Lesson Attendance**

- Parents/carers of the student will be invited into school for a meeting or a telephone call discussion with the Head of Year where we will address the main issues and agree targets and support actions to help improve your child's attendance.
- The student will be issued with targets and action points put into place that are agreed by the Head of Year, the student and parent/carers. We will monitor the student's attendance over a two-week period 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.

## **STAGE 3 – Head of Sixth Form and/or Head of Year 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 **and/or Head of Year** with parents/carers.
- A written warning will be issued if appropriate. ● This stage lasts for two weeks.

## **STAGE 4 – Senior Leadership/Principal Intervention**

### **Continued Failure to Meet Targets of Attendance Agreement**

- Head of Sixth Form and Principal communicate (letter, phone call or meeting) with parents/carers and the student.

- Appropriate disciplinary proceedings will be decided by the principal, one of which may be a decision to request the student leaves Sixth Form • Careers interview offered to student.

### **Attendance or Attendance to Lessons below 85%**

Any student whose attendance or attendance to lessons drops below 85% will be invited to an immediate meeting with the Head of Year and/or the 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.