

**RAINHILL
HIGH SCHOOL**



RainhillSixth

POST 16 ATTENDANCE & PUNCTUALITY POLICY

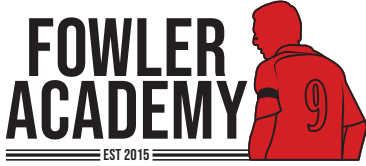


RAINHILL
HIGH SCHOOL



2022-25





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POST 16 ATTENDANCE & PUNCTUALITY POLICY

STATUS	NON-STATUTORY
RESPONSIBLE COMMITTEE	Local Governing Board
APPROVAL DATE	24/05/23
RENEWAL DATE	24/05/24



SCHOOLS IN PARTNERSHIP
STEPHENSON
MULTI ACADEMY TRUST

Aims

Our Sixth Form aims to meet its obligations about school attendance by:

- Promoting good attendance and reducing absence, including persistent absence. Regular and punctual attendance at Sixth Form (at both the Rainhill and Melwood sites) is essential for students to maximise the opportunities available to them.
- Ensuring every student has access to full-time education to which they are entitled.
- Acting early to address patterns of absence

School procedures

Lesson attendance

Attendance to lessons is monitored daily. All Sixth Form students are expected to attend all their timetabled lessons.

Sixth Form students are expected to use their free periods as study periods either in the School library, the Sixth Form Study Areas or at the Melwood study areas.

Sixth Form students have off-site privileges. This allows them to leave the site during each day. The lesson register will be taken at the start of every lesson. It will mark whether a student is:

- Present
- Attending an approved off-site educational activity
- Attending a supervised sporting activity organised by the college
- Absent
- Unable to attend due to exceptional circumstances

(See appendix 1 for the DfE attendance codes)

Morning/Afternoon session attendance

Year 12 students are expected to attend assembly on Period 1 on Wednesday of Week A at the Rainhill site. At the Melwood site students are expected in for registration at 9.30am on Monday, Tuesday, Thursday and Friday. Where students have no timetabled lessons on a day they will be marked as an X (*not required to be in school*) for both the morning/afternoon sessions.

Where Year 12 students have no scheduled lessons before 12.25 pm they will be marked as an X (Not required to be in school) for the morning session. Where Year 12 students have no scheduled lessons after 12.25 pm they will be marked as an X (*not required to be in school*) for the afternoon session.

Year 13 students are expected to attend assembly on Period 1 on Wednesday of Week A at the Rainhill site. At the Melwood site students are expected in for registration at 9.30am on Monday, Tuesday, Thursday and Friday. Where students have no timetabled lessons on a day they will be marked as an X (*not required to be in school*) for both the morning/afternoon sessions.

Where Year 13 students have no scheduled lessons before 12.25 pm they will be marked as an X (Not required to be in school) for the morning session. Where students have no scheduled lessons after 12.25 pm they will be marked as an X (*not required to be in school*) for the afternoon session.

Unplanned absence

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health as soon as practically possible

Parents/carers log this type of absence via Synergy. This must be logged by the parent/guardian on the first and subsequent days of absence. Parents/carers must include the reason for the absence, i.e. vomiting, temperature etc.

Absence due to illness will be authorised unless the Sixth Form has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the Sixth Form may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate Form of evidence. We will not ask for medical evidence unnecessarily.

If the Sixth Form is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents/carers to make medical and dental appointments out of Sixth Form hours where possible. Where this is not possible, the student should be out of Sixth Form for the minimum amount of time necessary and if possible scheduled during the student's free periods

Parents/carers should log this type of absence via Synergy in advance of the appointment. Students should complete an authorised absence form and must go and see their teachers before the absence to gain the work that they will miss so that they do not fall behind. Where possible, medical appointments and dentist appointments should be made outside of lesson time.

University Open Days

As a Sixth Form we recognise the value and importance of attending University Open Days. Students are authorised to attend up to three open days in the final half term of year 12 and first half term of year 13.

Parents/carers should log this type of absence via Synergy in advance of the Open Day. Students should complete an authorised absence form and must go and see their teachers before the absence to gain the work that they will miss so that they do not fall behind.

Lateness and punctuality to lessons

A student who arrives late (over 5 minutes) to a lesson will be marked as late, using the appropriate code.

Any student who is late to a lesson on the Rainhill site will not be allowed into the lesson and sent to the Study Area to complete the appropriate work. Teachers will log this on Synergy as a 'consequence' and this will be tracked by the Director of Sixth Form.

Any student who is continually late across several lessons will be placed on report to their Progress Coach.

Lateness and punctuality to morning session

A student who arrives late but before the (am) register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Any pupil who arrives to the Sixth Form after the register has closed will be flagged up through the daily attendance check and be expected to complete a 1 hour study session before Friday of that week.

Following up absence

The Sixth Form will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Reporting to parents

Parents receive a student progress report each term. This report includes lesson attendance figures for each individual subject.

Authorised and unauthorised absence

Outstanding and unexplained absence

Parents are required to explain any absence via synergy on the day where students are absent from Sixth Form or from an individual lesson(s). Where there are outstanding (unexplained) absences parents will receive a synergy message informing of this on a Monday and have three days to provide a valid explanation via synergy. If the absence is still unexplained after three days, the absence will be unauthorised. Parents will be notified of this and the absence will remain unauthorised until a valid explanation is given.

Granting approval for term-time absence

Director of Sixth Form / Vice – Principal FEFA may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

The Sixth Form considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the Director of Sixth Form / Vice – Principal FEFA 's discretion.

Strategies for promoting attendance

Recognising excellent attendance

Positive synergy messages sent home on a half termly basis for all those students with 100% attendance. Prize draw each term (which will include most improved attendance) and end of year trip for those students with attendance for year +95%.

Writing a school reference for UCAS or apprenticeship application

Student attendance is a key component of any UCAS or apprenticeship reference. Students are made aware of this and are made explicitly aware about the importance of having a high attendance record for any post 18 application.

Contact home

The school relies on effective communication with parents/carers to ensure that students attend regularly.

If a student is absent for three or more consecutive days, we will contact the parents/carers to discuss the reasons for this. The Director of Sixth Form / Vice-Principal FEFA will make a judgement as to whether medical evidence is required at this point.

Any student under 95% attendance will be sent a message home using synergy by their Progress Coach. This message will inform parents/carers of our concern and the importance of improving attendance.

Further contact home (and interventions) will be made should attendance continue to decline.

Attendance monitoring

Daily monitoring

Attendance and lesson attendance are monitored each day and daily contact will be made home where there are immediate concerns. This will include a synergy message and/or a telephone call.

Attendance data will form part of the weekly meeting between the Progress Coach(es) and the Director of Sixth Form / Vice Principal FEFA. This will inform the interventions and support that will need to be put in place.

Lesson attendance concerns

Students are expected to achieve an attendance record of 96% or above for all lessons. Where there are concerns around lesson attendance, the student will be placed on a monitoring report via synergy. The Progress Coach will inform home, will monitor the synergy report, and will maintain close contact with home via synergy or phone calls. Where there are persistent concerns, parents/carers will be invited into Sixth Form for a meeting.

STAGE 1 – Attendance to lessons below 90%

- Attendance data will be captured cumulatively and will inform the interventions and support that are put in place.
- Attendance to lessons below 90% (will commence cumulatively from end of Week 2 of academic year)
- Parents will be invited to an attendance meeting by the Progress Coach and a stage 1 letter will be sent via synergy to parents / carers.

STAGE 2 – continued poor lesson attendance

- Should attendance concerns persist and attendance to lessons remains below 90%, an attendance contract will be issued for signature by parents /carers, the student and the Progress Coach.

STAGE 3 – Failure to meet targets set on attendance contract

- The student will be asked to meet the Director of Sixth Form / Vice-Principal FEFA with parents / carers
- A written warning will be issued if appropriate and the attendance contract will re-issued.

STAGE 4 – Continued failure to meet targets of the attendance contract

- Meeting with Director of Sixth Form / Vice- Principal FEFA with parents / carers to discuss reasons for persistent absence from Sixth Form or lessons and refusal to engage in intervention procedures
- CEIAG interview offered with Careers Connect.
- The Sixth Form reserves the right to remove the students place at this point.

Roles and responsibilities

The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across both Sixth Form sites, and for monitoring school-level absence data and reporting it to governors.

Director of Sixth Form / Vice- Principal FEFA

The Director of Sixth Form / Vice-Principal FEFA is responsible for the monitoring of overall student lesson attendance and putting in place interventions to support students who have poor attendance.

Progress Coach

- Monitor's student attendance weekly
- Reports weekly to Director of Sixth Form / Vice-Principal FEFA on actions / students of concern
- Initiates Stage 1 and Stage 2 of the disciplinary process where attendance falls below 90%

The Sixth Form Secretary (RH6 and FEFA)

- Monitors individual student lesson attendance daily
- Take calls from parents/carers explaining future/planned absences
- Contact's parents/carers where absences are unexplained
- Reports concerns about attendance to Progress Coaches
- Arranges calls and meetings with parents/carers to discuss attendance issues

Class teachers/Form tutors

Class teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the Sixth Form office. Class teachers are also responsible for imposing the necessary sanctions where students are late.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
1-4	Present (am)	Pupil is present at morning registration
1-4	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
S	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 – Attendance Flow Chart

STAGE 1

Stage 1 Meeting of Progress Coach with student, parents / carers and attendance letter sent home where lesson attendance falls below 90%

Continued poor attendance to lessons



STAGE 2

Stage 2 Attendance contract issued by Progress Coach

Failure to meet requirements of Attendance contract



STAGE 3

Stage 3 Meeting of Director of Sixth Form / Vice-Principal FEFA with student, parents / carers and attendance contract re-issued

Continued failure to meet requirements of Attendance contract



STAGE 4

Stage 4 Possible request to leave Sixth Form, alternative pathway interview