



Attendance at non-compulsory post-16 study is not currently covered by the law relating to attendance (Section 7 of the Education Act 1996), but is covered by the law relating to safeguarding (Section 175 of the Education Act 2002). It is crucial, whether applying for work, training or university, that our students have a high level of attendance.

Students are expected to attend every registration and timetabled session published on their programme of study; this includes tutorial time, enrichment and supervised private study sessions. Any student missing timetabled sessions without authorisation will be referred to the Head of Sixth Form and appropriate sanctions will be applied.

In the event of an absence, e.g. illness, without prior knowledge, a parent/carer or student should contact the school to inform of the student's absence – please ring Ms C Taylor (Admin Officer) on 01782 523977. On return to school, the student should bring a letter from the parent/carer confirming the absence for those days. Occasionally we may become concerned about a student's attendance, especially if a parent/carer has not contacted the school. The school may at this point call parents/carers on the first day of absence to ascertain the reason for the absence(s).

#### **Leave of Absence During Term Time**

The Headteacher cannot normally grant leave of absence for holidays taken during term time unless for exceptional circumstances. If leave is granted, the Headteacher will determine the number of days the child may be away from school. Requests received in writing will be considered on an individual basis.

#### **Unauthorised Absence or Persistent Absence**

The school will employ a range of strategies to encourage good attendance and punctuality and, liaising closely with parents/carers, will promptly investigate all absenteeism. Staff will respond to all absenteeism firmly and consistently. The school's target for attendance is 96% and above.

The school applies the following procedures in deciding how to deal with individual absences:

##### ***Stage 1 – Home Visit***

Where a student has an unauthorised absence of more than one day or is a persistent absentee (has attendance below 90%), a home visit will be conducted by 'Attend' to discuss issues re attendance and support the student's return to learning.

##### ***Stage 2 – Attendance Meeting***

Each half term, a review of attendance will be completed and persistent absentees will attend a meeting to review their attendance and set targets for improvement. A letter will be issued to parents/carers for improvement.

##### ***Stage 3 - Written Warning and Parental Meeting***

Failure to meet the requirements set by Stage 2 will result in contact being made to the parents/carers of the student informing them of the situation and inviting them to a meeting. The student will be asked to meet with the Head of Sixth Form along with a parent/carer. A formal warning will be issued with targets for improvement which will be reviewed four weeks after the meeting.

##### ***Stage 4 – Leadership Meeting and possible removal from Sixth Form***

A further review meeting with the Head of Sixth Form and Leadership Group will be conducted with the student and parents/carers. Appropriate disciplinary proceedings will be decided by the Leadership Group, with the possibility of a request to leave Sixth Form being issued.

**Truancy from a lesson**

Subject teachers will take electronic registers in each of their classes and are responsible for checking the attendance of students in their lessons. A missing student will be reported to the Sixth Form office. Should a student fail to register for a lesson and their whereabouts is unaccounted for, parents/carers will be contacted and time will be made up after school. If a student is identified as 'missing' from a lesson with regularity, the following procedure will be implemented:

**Stage 1 – Attendance Meeting**

A meeting will be held with the Head of Curriculum Area and / or the Head of Sixth Form and targets for improvement will be set. A letter will be issued to parents/carers for improvement.

**Stage 2 - Written Warning and Parental Meeting**

Failure to meet the requirements set by Stage 1 will result in contact being made with the parent/carer of the student informing them of the situation and inviting them to a meeting. The student will be asked to meet with the Head of Sixth Form along with a parent/carer. A formal warning will be issued with targets for improvement, which will be reviewed four weeks after the meeting.

**Stage 3 – Leadership Meeting and possible removal from Sixth Form**

A further review meeting with the Head of Sixth Form and Leadership Group will be conducted with the student and parents/carers. Appropriate disciplinary proceedings will be decided by the Leadership Group, with the possibility of a request to leave Sixth Form being issued.

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**Late Arrivals (Morning)**

Morning registration will close at 8.50 am electronically via Bromcom. If a student fails to arrive before the registers are closed, he/she will be marked as 'absent'.

All students arriving after 8.50am are expected to sign in electronically at the BH6 screen by the BH6 Study Room; they will serve a 20-minute, same day detention after school in the Lecture Theatre.

If a student is late more than three times in a week, he/she will serve a 45-minute detention after school in the Lecture Theatre.

If a student is persistently late, the Head of Sixth Form will contact the parents/carers.

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**Signing-In and Out**

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they sign in each time they enter the building and then sign out each time they leave the building throughout the day. Signing in and out will be done electronically next to the BH6 Office.

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