

# **SKA-SF**

# **Attendance Policy**

**2023 - 2024**



## Sixth Form Attendance Policy

The purpose of this attendance policy is to clarify the expectations of the students within the Sixth Form and to develop an understanding of having positive attendance in readiness for the world of work.

The Skegness Academy takes attendance in the Sixth Form very seriously, it is proven that poor attendance, and punctuality has a serious effect on outcomes for students. Attendance below 95% has been shown to result in an average reduction of one grade at A level, per subject and this can increase to two grades if further attendance issues are evident.

Attendance during one school year	Equals – days absent	Equals – weeks absent	Equals number of lessons missed
95%	9 days	2 weeks	40 lessons
90%	18 days	4 weeks	80 lessons
85%	27 Days	5 weeks	100 lessons
80%	36 days	7 weeks	140 lessons
75%	45 days	9 weeks	180 lessons
70%	54 days	11 weeks	220 lessons
65%	63 days	13 weeks	280 lessons

The decision to join the Skegness Academy Sixth Form offers our students the opportunity to develop skills to enable them to progress into further education or employment. Students will be expected to work with an increased level of maturity, and they must take responsibility for their own learning. All Sixth Form courses are intense, and students cannot afford to miss valuable teaching and study time.

If students are given the privilege of studying at home, we would expect them to be committed to spending this time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases, students will be scheduled to work within school in a designated area.

Attendance figures are included in any academic reports issued by the school and could be reported in any reference written by the Skegness Academy relating to students' progression to higher education, further education or employment. It is crucial in these highly competitive times, whether applying for work, training, or university, that our students have a high level of attendance.

### **The minimum attendance expected grade is 97%. Attendance below 97% could result in the following:**

- Student may be asked to pay for their exam entries
- Student is not entered for examinations
- Student is asked to leave Sixth Form

Students are expected to attend every tutor time, timetabled lessons and enrichment sessions on their timetable. Any student missing timetabled sessions, without authorisation, will be referred to the Head of Sixth Form and appropriate sanctions will be applied.

To support those students who continue to have good attendance and acknowledge the efforts of those students who improve their attendance and time keeping, there will be a big emphasis on incentives and rewards. Along with this, we will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

### **Monitoring Attendance & Intervention**

Student's attendance will be monitored by the Sixth Form Team to ensure students and parent/carers are kept informed of any concerns. Students who fail to achieve a minimum of 97% attendance or who are persistently late will be placed on an Attendance & Punctuality Intervention Support Plan. This is intended to



offer support to students in ensuring they meet the expectations of Sixth Form and increase their opportunities to achieve their next steps.

### **Lateness Procedures**

Students are expected to arrive to school and attend all timetabled lesson on time. If a student fails to meet these expectations, they will be placed on a Lateness and Intervention Support Plan. This is a four-stage plan and is intended to support students ensuring they meet the expectations of Sixth Form and increase their opportunities to achieve ready for their next steps.

The first instance of unexplained or unacceptable lateness within a week will result in a formal verbal warning issued by your Tutor who will inform the Sixth Form team. This warning will be recorded in your file.

The second instance will result in a verbal warning issued by the Sixth Form team and a phone call home. This warning will be recorded in your file.

Subsequent instances of unexplained lateness will require you and your parent/carer to attend a review meeting with the Sixth Form team to discuss a lateness contract. The focus of the meeting will depend on the nature of the absence, but the goal is to support you in improving your attendance at Sixth Form.

Where the issue appears to be unresolved or that school have further concerns that could jeopardise your place in the Sixth Form you and your parent/carer will be invited to a meeting with Mrs Ferrier where a decision about your future will be discussed.

### **Poor Attendance Procedures**

Students who fail to achieve a minimum of 97% attendance will be placed on an Attendance & Intervention Support Plan. This is a three-stage plan and is intended to offer support to students in ensuring they meet the expectations of Sixth Form and increase their opportunities to achieve ready for their next steps.

#### **Deputy Head of Year meeting**

If attendance/punctuality falls between 97% - 95% Mrs Hunt will meet with the student and monitor attendance for three weeks. This will be an initial meeting to discuss any problems and to discuss appropriate support.

#### **Head of Sixth Form Meeting**

If attendance/punctuality falls between 94% - 90% students will receive a written warning and be placed onto an attendance contract. Parents/carers will be invited in for a meeting.

Students who receive a bursary will have this stopped (good attendance is a requirement to receiving bursary). Students will be required to report to Miss Langdale at 8.40am each day for three weeks. A text/email will be sent to parent/carer if the student does not report to Miss Langdale with a further parent meeting.

#### **SLT Meeting**

If attendance/punctuality falls below 90% parents/carers will be invited in to discuss the students place at Sixth Form with Mrs Ferrier. Students will be required to report to Mrs Ferrier at 8.40am each day for three weeks. A text/email will be sent to parent/carer if the student does not report to Mrs Ferrier with a further parent meeting. A referral to the careers lead will also be made to support with finding alternative provision should it be necessary.

### **Touch Base Interviews**

A return to school interview will take place each time an absence has taken place. The interview will be an informal meeting held with a member of the Sixth Form Team on the students return to school. This is a supportive measure to help reduce the student's absence, support with any concerns or underlying health conditions and placing the necessary support in place for the students to be successful within their studies.



## **Illness and absence**

### **Planned Absence**

If you know you are going to be absent (e.g. visiting a university), speak to the Sixth Form team beforehand. You should also see the teachers of the lessons you will miss to ensure you do not fall behind with your work.

### **Illness**

If you become ill first thing in the morning and are unable to attend school, you or a parent/carer must contact the academy by phone or email before 8.15 a.m. You must mention your name, form, and the reason for your absence. You must repeat this process for each day of absence. You will have a return to school interview when you return to school; this is a supporting measure.

If we do not have a reason for the absence a phone call or text message will be sent to the parent / carer to inform them of the authorised absence.

If you become ill during the day you must see the Sixth Form team before taking any action.

### **Medical/Dental/Planned Appointments**

Whilst we recognise it is sometimes unavoidable, we ask, wherever possible for medical/ dental appointments to be arranged outside of the learning day. If it is unavoidable for you to miss a lesson:

#### **Please ensure you let the Sixth Form team know of your absence**

if you forget to let us know in advance, you will need to follow the same procedure as for an illness. students are responsible for ensuring they have completed any work they have missed for that day, due to the absence.

Nor is it acceptable to arrange driving lessons or similar appointments to occur during lesson time.

### **Emergencies**

If you need to miss a lesson during the day for a legitimate reason it is important you inform the Sixth Form team immediately and for safeguarding reasons.

We have the right to request medical evidence of any absence to support with the accurate monitoring of student's attendance.

### **Signing in and out**

It is a legal requirement that we know who is always in the Academy building. Students must make sure they sign in each time they are late and for any lesson's during the day. Also, students are expected to sign out each time they leave the Academy.

### **Holidays**

No holidays are authorised for Sixth Form students. It is not appropriate to book recreational breaks during term time.

## **Attendance & Punctuality Procedures**

- In the event of sickness – ring main reception 01754 879122 and then option 1.
- At any point you are feeling unwell it is imperative that you or whoever is at home rings the academy before 8.15am. You will need to provide, name, form and the reason for your absence. You will need to do this for every day that there is an absence.
- Parents/carers of a student who is absent without reason will be sent a text message by the Sixth Form team that same day.
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- Should a student be absent it is important that they contact their teacher to ensure they have not missed any learning or assessment opportunities. The Sixth Form team are here to support, so problems can be sorted at the earliest opportunity.
- Students who arrive late to school should sign in at student reception. Those students who are persistently late will be referred to the Head of Sixth Form and appropriate sanctions will be applied. Please see the lateness procedure.
- Attendance and punctuality to all lessons will be monitored. Should a student need to leave Sixth Form through illness or emergency they should notify Mrs Hunt.
- If your illness should continue into a further week, you should phone again before 8.15am on the Monday of that week.
- Students must let Mrs Hunt know of any planned absences e.g. medical appointment, open days etc. providing evidence e.g. appointment cards.
- Students do not have to visit every university or college Open Day for every course they are considering. To get a better understanding of the area they could be living in, weekends will be a good time to visit. For an insight into academic life and the possible choices, students applying for university will be invited for a visit at the time of their UCAS application. This visit will be tailored specifically for the course you wish to follow and will avoid wasting time visiting the same places twice.

We want all our students to be successful here at The Skegness Academy. Teachers and the Sixth Form team are here to support their learning. It is important that we are informed of any absence and the reason.

#### **Authorised Absence**

- Hospital Appointments
- University open days
- University, college and job interviews
- Driving/Theory Tests
- Religious festivals
- Work experience (only with prior agreement from Miss Tyler)

#### **Unauthorised absence**

- Celebrate a birthday
- Driving lessons
- Shopping trips
- Holidays
- Other activities not deemed to be appropriate

#### **Please note:**

Any student with a continuous absence of longer than five days is expected to provide a medical note before the absence is authorised. Should a student require more than 10 school days absence due to illness, parents/carers are expected to contact the Sixth Form Team to discuss the student's ability to continue with their studies. Cases will be considered on an individual basis.

Students must not undertake paid part-time work during the school day, and we would recommend that part-time work be restricted to 10 hours each week to avoid any impact on the student's education.

