

Achieving Excellent Attendance

School Sixth Form Policy: Year 13

Why it matters

Attendance improves your results. Data shows that best attenders do best against their targets. Worst attenders do poorly against their targets.

Attendance is asked for in references. Have a look at the examples on the last page.

Attendance will matter in your workplace. Good attendance means your colleagues and bosses do not need to cover for you, or take time getting you back up to speed. Poor attendance in a workplace leads to poor morale. That is why it is asked for in references.

Good attendance builds good relationships with teachers and other students. Poor attendance can have an impact on the atmosphere of a class.

You can't always catch up. Things happen in lessons which cannot be caught up just through 'notes or reading'. In truth, you often cannot fully 'catch up'.

What is expected attendance?

Many students manage 98% attendance across the year. 10% of the year group are likely to manage 100% attendance. Excellent attendance looks good in references.

95% attendance means that you are missing 1.5 periods a week.

90% attendance means you are missing 3 periods a week.

Students should be aiming at better than 95% attendance.

Toughing it out

There are some illnesses where you need to take time off school.

However when it comes to colds and feeling a bit below par, most people will 'tough it out' – whether at work or at school. It is important to have this resilience, and not to miss out on learning and being a part of lessons.

Appointments outside school

Appointments with opticians and wherever possible, with dentists and doctors should be arranged outside of the school day (or at the very least, outside of lesson time).

Communication – what we require from parents, carers and students

The reasons for absences must always be given to Mrs Sargeant in the Sixth Form Office (even if you have emailed teachers). This is so that your attendance record is correct and not left unauthorised.

Unplanned absence

If you are absent because of illness then parents/carers must call to confirm the absence – either by telephone to Mrs Sargeant (01629 832 389) or email to rsargeant@highfields.derbyshire.sch.uk. This must be done even if you have emailed teachers directly to ask for work.

Planned absence

Planned absence (eg. appointments) must be confirmed to us in advance by parents or carers – by telephone or email. If it is a medical appointment arranged by a student, then they can produce an appointment card showing date and time instead.

University Open Days – students can complete an 'Open Day Form' to let us know about a University Open day trip or interview.

Catch up

It is your responsibility to catch up:

- Be proactive – find out from other students as much as possible, get photocopied sheets,
- If there is a groupchat for that subject, use it
- Then ask your teacher in person when you return – do this before the next lesson
- Email your teacher. Whilst teachers can appreciate a polite email, they will often be busy teaching all day, and cannot always respond quickly.

Illness during the school day

As a general rule we do not expect students to leave during the school day, for feeling ill.

Signed permission needs to be given from the Sixth Form office, who will attempt to contact parents/carers to let them know.

Monitoring Attendance

Form tutors will receive attendance data on a weekly basis.

Form tutors will speak with students about their attendance record, and check the reasons for any non-attendance or lateness.

If attendance falls below 95% then tutors will plan with students how they will improve attendance over the next four weeks.

If attendance, for the year so far, falls below 90% then a letter or email will be sent home and a discussion with the Sixth Form management team will result.

If attendance remains low for a significant time after that, without good reason, then the Sixth Form Management team will ask to meet with parents.

If there is a pattern of frequent absences on a particular day (eg. every Monday) or part of a day (eg. every Thursday afternoon), then this will be discussed with students and the information passed on to parents/carers by phone or email.

If a student has had significant absence over a period of time they may be required to attend school during a Staff Training Day to demonstrate their commitment to getting back on track.

Persistently low absence may also be dealt with through a meeting with the Deputy Headteacher or Headteacher.

The school day: when and where

Students know it is essential to work productively during study periods in Year 13.

Students should see the school day as a working period from 8.40 to 3.30. This is why all Year 13 students are expected to be in registration every day – to make good use of each morning. We expect that study periods will best be spent in the library or other quiet spaces around school.

However we trust Year 13 students to be making the best decisions for independent study, and therefore students are permitted to be studying at home from Period 3 onwards, subject to the points below.

The school has a responsibility for safeguarding all students including Sixth Formers. This requires us to know where students are and when. This will be achieved as follows.

- Whenever a student leaves the school site before 3.30 pm (whether going home or, for example, to Nige's) they must put their card in the box by the sixth form office, or in

Reception at the front of school. When they return, the student must collect their card. If there is a fire drill for example, the boxes will be taken to the tennis courts as part of the register. Students must keep their cards in a safe place.

- Students will confirm on a paper copy of their weekly timetable where they plan to be found during every Study Period (for example: in the library, in the canteen, at a primary school, in a classroom agreed with a teacher). The folder of timetables will be held in the Sixth Form office, and can be updated by students. The paper copy of this timetable should be approved and signed by parents/carers.

Failure to comply with either point above, could result in a required Community Service activity or other appropriate consequence.

The points in this policy are in addition to the School Attendance Policy which covers issues including authorising absence and holidays. Holidays should not be taken during any school term.

Date: 10 July 2018

Dear Mr M Flett

Appointment to the post of Full Time, [REDACTED]

[REDACTED] has given your name as a referee.

I should be grateful if you could reply as soon as possible. **Please quote the above reference and candidates name on all correspondence.**

I should be grateful if you would supply a written reference as to the applicant's suitability for this position and, in particular, any comments you may wish to make on the following:-

- a) [REDACTED]
- b) Potential for carrying out the duties of this appointment.
- c) Area of relative strengths and areas for development.
- d) Being an effective and efficient individual or member of a team.
- e) Communication skill, both written and oral.
- f) Details of any current disciplinary record pertaining to the candidate
- g) [REDACTED] operates an Attendance Management Policy,
 - Please provide details of the number of working days sickness absence in the last 24 months, including the reasons for the absence
 - Please state if you are aware of any medical condition which may affect the candidate's ability to carry out the full duties and responsibilities of the post.
- h) Reason for leaving (if applicable)