

## **Year 13 Attendance Policy**

### **The school day: when and where**

#### **Principles**

To achieve success in challenging A Level exams, Year 13 students need consistently strong independent study habits. This means working productively during study periods as well as during lessons.

Year 13 students are trusted to make decisions about the place where they study in order to be most effective.

This means we assume that Year 13 students have Professional Attributes, which are:

- strong independent study habits (demonstrated by AtL grades),
- a commitment towards the school community (including volunteering, timeliness and the standards in the Sixth Form Contract) and
- responsibility in their own decision making.

The school day for Year 13 students is from 8.45 to 3.20. Students should be in school by 8.35, to move to form rooms at 8.40.

#### **Requirements**

All Year 13 students need to be at form time to register every morning. This applies to all students, including those who have study periods during Periods 1 and 2. These should be spent studying in school.

Students may sign out at reception, from morning break onwards, in order to study at home from Period 3 onwards. This is subject to having parental consent.

If staff believe that students are not showing Professional Attributes, then as part of their academic success plan, staff, student and parents may agree that the student should be signing into the library during Study Periods in order to make the best use of time. This will be agreed by email between staff, parents and student.

#### **Visiting the Cob Stop/immediate school area**

Students leaving for the tuck shop will need to use their lanyard to exit the main gate by reception on their way out of reception. Until the gate is operational by sixth formers, they will need to leave their lanyard with the teacher on duty and collect it from them or reception again on their way back in. Students without lanyards will not be able to leave. *Please be courteous as you go through reception – visitors may well be waiting in there.*

Parental consent must have been given for this privilege.

#### **Normal places of studying**

Students will fill out their timetable in order to show their normal routine in terms of where they will be during their study periods \*for example, in the library, in the canteen, at a primary school, in a classroom agreed with a teacher). If they volunteer during a lunchtime, this should also be noted. These should be updated with significant changes during the year.

*The points in this policy are in addition to the Sixth Form Attendance Policy which covers issues including attendance monitoring and authorising absence, and the Sixth Form Professional Standards Contract.*

## Achieving Excellent Attendance

### Sixth Form

#### 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 example 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

Of course there are some illnesses where you need to take time off school and rest is needed for recovery.

However when it comes to 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 communicated to Mrs Sargeant in the Sixth Form Office by a parent or carer (even if the student has been in touch with teachers by email).

##### *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](mailto:rsargeant@highfields.derbyshire.sch.uk). This must be done even if you have emailed teachers directly to ask for work.

##### *Planned absence*

This must be confirmed to Mrs Sargeant 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.

## Catch up

It is your responsibility to catch up:

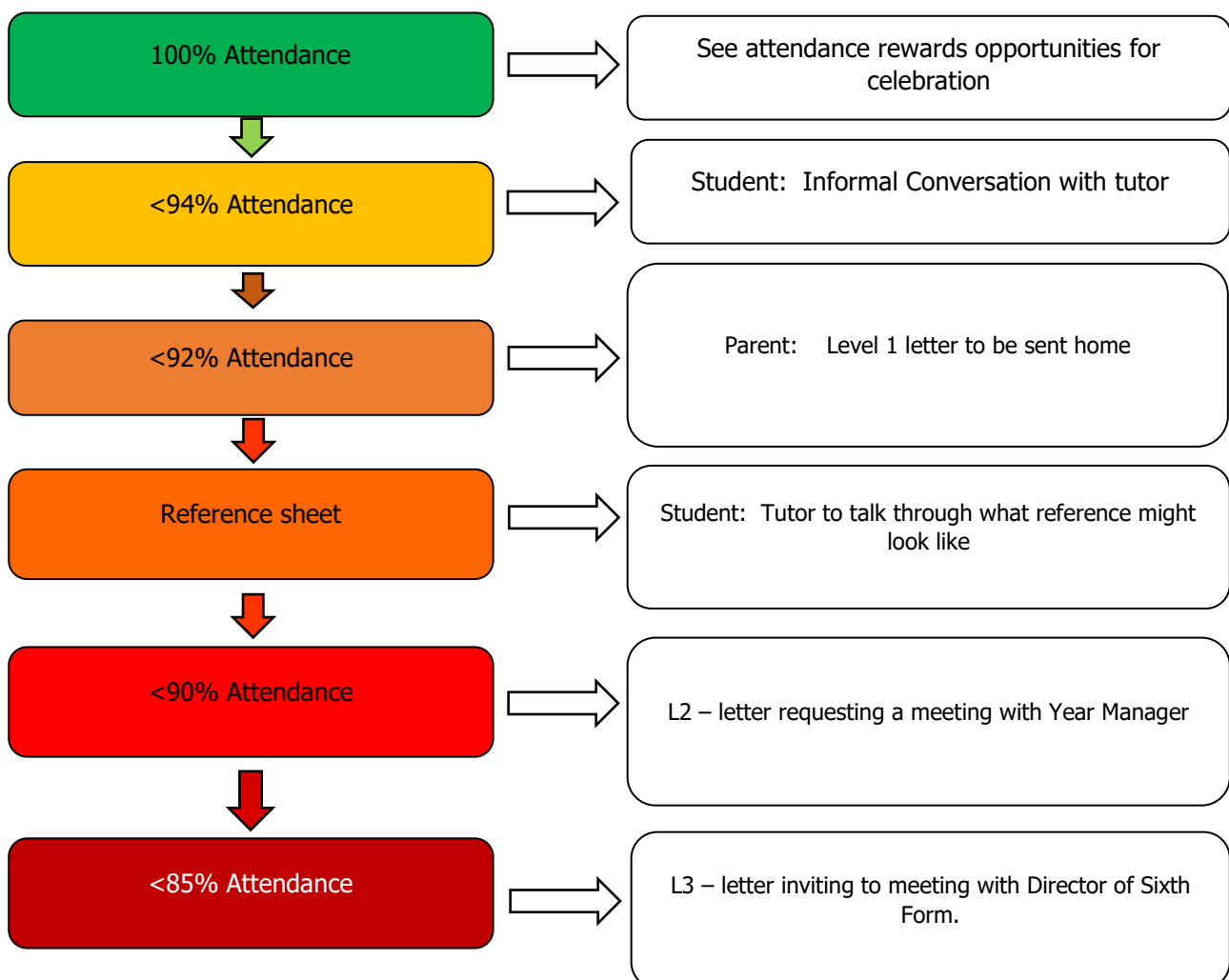
- Be proactive – find out from other students as much as possible, get photocopied sheets,
- If there is a groupchat for that subject, use it
- Then ask your teacher in person when you return – do this before the next lesson
- Email your teacher. Whilst teachers can appreciate a polite email, they will 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.

Permission needs to be given from the Sixth Form office, and we will contact parents/carers to let them know.

### Attendance Intervention Map: Procedure and System



## Example reference request for a Year 13 Leaver

Dear Mr M Flett

**Appointment to the post of Full Time, Established Business Services Assistant**

[REDACTED]

[REDACTED] is the successful applicant for the above post and 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) Present duties and responsibilities.
- 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) The Council 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)
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