

The Emmbrook School Sixth Form Attendance Protocol

The Emmbrook School takes attendance in the Sixth Form very seriously and we acknowledge that good attendance plays an essential part in academic development for post-16 students.

All students in sixth form are expected to attend the following sessions:

- Morning form time
- Lessons (9 per subject per two week timetable cycle)
- Independent study periods (1 per subject per two week timetable cycle)

In addition, we expect students who are onsite for study periods to be using these times productively.

All post-16 courses are intensive and students cannot afford to miss valuable teaching and study time.

As part of sixth form life, all students are provided with the privilege of being able to study at home during their study periods, but this is a privilege that may be withdrawn if a student is not meeting their work commitments. In such cases, students will be scheduled to work within school.

All sixth form students should strive to achieve consistently good attendance, as poor attendance will affect academic attainment. Students should therefore aim for at least **95%** attendance for the year. An exemplary record of attendance says a huge amount about the student as a person; that they are dedicated, well-motivated, organised and someone who takes responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment/apprenticeships.

The sixth form has a system of incentives and rewards which acknowledges the efforts of students who have good attendance and who are working to improve attendance and timekeeping, and will challenge the behaviour of those pupils who give a low priority to attendance and punctuality.

Partnership

The key to a successful A levels journey is the effectiveness of the partnership between the school, students and home. The expectations of each are outlined below:

What the school expects of students:

- Attend regularly, on time and ready to learn
- Attend form time, lessons and independent study periods
- Attend their academic mentor session
- To sign in if they arrive after registration time and to sign out when they leave site
- To tell a member of staff if there is any problem which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours

What the school expects of home:

- To contact school on the **first day** their child is absent for any reason and then on **all** subsequent days the child cannot attend. **To report your child absent:** 01189784406 or absences@emmbrook.wokingham.sch.uk
- To **avoid** taking holidays in term time
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- To provide evidence to support absence where the absence is longer than 5 days.

What home and students can expect from school:

- A Sixth form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers
- Weekly monitoring of attendance. This will take place on a Friday.

Absences

Acceptable reasons for being absent from school include:

- Illness
- Hospital appointments
- Emergency medical appointments e.g. dentist
- Family bereavement
- Interviews for course/employment that will begin after the end of their time in Sixth Form.
- University or Employer Open Days – students are allowed to attend five of these events during their time in sixth form.
- Work experience – requests for term-time leave for essential work experience will be handled on a case by case basis
- Practical driving test

Evidence will be requested in order to authorise any absence.

Students will not be allowed to miss lessons to attend interviews or inductions for part-time work. This will be registered as unauthorised absence.

If a student is absent from sixth form longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the absence.

Signing in and out

It is a legal requirement that we know who is on the school site at all times.

Students must sign in if they are late to school and they must sign out each time they leave the building during the school day.

Signing in and out must be done in the study area. In order to sign in or out students must adhere to the following steps:

- Sign in/out in the study area
- Sign in/out in the folder that corresponds to their form
- Sign in/out whenever they leave or enter school between the start of period 1 and the end of the school day (8.45am – 2.55pm)
- Students do not need to sign in in the morning as they will be registered in form time

It is a privilege that we allow our students to leave site during the school. We reserve the right to remove this privilege from any student who does not follow the sixth form signing in and out procedures.

Cause for concern process

At the Emmbrook Sixth Form, we believe in early notification and intervention around any attendance problems. This provides us with the best opportunity to rectify the problems and make sure that any support/intervention can be put in place if need. The cause for concern process is detailed below:

The cause for concern process will begin if attendance drops to **95% or lower and/or student is missing form time.**

Stage 1 intervention

Attendance at 95% or below and/or student fails to attend at least one form time in a week.

- Email will be sent to parents making them aware of attendance concerns.
- Tutor will raise concerns with student during form on Monday morning.
- Student's attendance will be checked in the Friday attendance monitoring meeting

Stage 2 intervention

Failure to improve attendance following stage 1 and/or attendance at 90% or below and/or student fails to attend at least one form time for a second consecutive week.

- Communication sent home informing parents/guardians of the situation. Communication will include attendance record.
- Student and parents/guardians to be invited to a meeting with Head of Sixth Form.
- Student to be placed on attendance monitoring.

We will monitor student's attendance over the following week to identify any improvement. If improvement has been achieved then no further intervention will be taken at this stage. Should attendance not improve, or continue to decline we will implement the next step.

Stage 3 intervention

Attendance at 85% or below and/or failure to improve attendance following stage 2 and/or student fails to attend at least one form time for a third consecutive week.

- A letter will be sent home informing parents/carers of the situation and inviting them to a meeting.
- The student will meet with the Head of Sixth Form and parents to discuss barriers to attendance.
- An Attendance Contract will be put in place.

Stage 4 intervention

Continued poor attendance and/or failure to meet the requirements of the attendance contract.

- Parents/carers and student will be invited to a meeting with a Senior Leader and the Head of Sixth Form
- The student's place in sixth form may be removed.