

# Our Lady's Catholic College Sixth Form



## Attendance and Punctuality Policy

Our Lady's Sixth Form is an inclusive and welcoming Catholic community promoting academic excellence alongside personal development; helping to mould our students so that they become valued and valuable members of both our school community and a wider global society. Excellent attendance and punctuality are vital to ensure successful outcomes.

### Attendance

OLCC Sixth Form recognises that good school attendance plays an essential part in academic and personal development for post-16 students. Students are expected to attend all lessons, including non-assessed lessons, study periods and tutor group time.

All school staff will work with students and their families to ensure that each student attends school regularly and punctually.

In any case of absence, it is the student's responsibility to ensure they catch up on any work they miss.

All post-16 courses are intensive and students can't afford to miss valuable teaching and study time. Students should aim for at least 97% attendance for the year. An exemplary record of attendance shows that a student is well-motivated, dedicated, organised and takes their responsibilities seriously. We provide information about attendance and punctuality when asked to provide references for UCAS and other applications.

Students should not take on paid work, make routine appointments or have driving lessons during the school day (8.40-3.05). Part of the reason for this is that our curriculum includes days where students may have changes to their usual timetabled lessons and 'free periods'; including assessments, enrichment days, educational visits and 'days with a difference' that may require them to attend for the full school day. We recommend that students do not take on more than 12 hours paid work per week. Working more than this can affect their academic achievement.

A student becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level will be detrimental to a student's educational prospects.

In accordance with 16-19 funding guidance regulations 2022-23, students will be withdrawn from their programmes of study if they do not return to learning after being absent for 4 weeks.

Also in accordance with the EFSA funding guidance, students will lose their right to free examination entry if their attendance is unacceptable, or if it means they have not completed necessary work.

## Absences in special circumstances

Absence should be limited to reasons such as real illness, unavoidable appointments, exceptional family circumstances e.g. bereavement, days of religious observation.

However, we acknowledge that there may be other possible reasons.

In these circumstances, a request should be made to the Head of Sixth Form or Sixth Form Pastoral Support Office (PSO) who monitors attendance.

Absence	Authorised?	Procedure
Minor illness (e.g. headache, stomach ache)	no	
More serious illness (e.g. vomiting)	yes	Parents/carers should inform the Sixth Form PSO by email or text before 8.40am on the day of absence. If a student is 18, they may do this themselves.
Unavoidable medical/personal appointment that cannot be made for after school (e.g. orthodontist, counselling, doctor, hospital)	yes	As much as possible, we prefer appointments to be after school hours, but when this is not possible it would be better if they are during non-contact time. If this is not possible, then students should bring in evidence of the appointment (in advance where possible)
Religious observance	yes	Students should inform the sixth PSO at least a week in advance, in person or via email
Birthdays or similar celebrations	no	
Looking after a sibling	no	
Awaiting delivery or maintenance work on behalf of a parent	no	
Driving lesson	no	It should be possible to book these for after school or weekends
Theory test	no	It should be possible to book these for after school, weekends or holidays
Practical driving test	yes	Students should show evidence of the time of their test and request permission at least a week in advance
Holiday	no	
University open days and summer schools	At the discretion of the Head of Sixth Form	We encourage students to prepare for university life and consider these to be good preparation. Students should gain permission at least one week in advance. This will only be authorised from summer term in Y12, if a weekend alternative cannot be found.
Volunteering	At the discretion of the Head of Sixth Form/PSO	This is authorised when arranged for non-contact times, or if a study period is rearranged with prior notice.
Work experience	At the discretion of the Head of Sixth Form	Work experience is a vital part of your post-16 experience. We encourage you to find placements at times that do not interfere with lessons, but we can authorise other times. Ideally, if you miss lessons, it should be during the planned work experience week in the summer term.

## Roles and responsibilities

### Student

- Attend school and all lessons every day on time
- Follow correct procedures for requesting authorised absences in advance
- Follow correct procedures for informing school of absences due to illness
- Let subject teachers know about planned authorised absences in advance
- Catch up all work missed due to any type of absence
- Do not take on work, make routine appointments or driving lessons during school hours (8.40-3.05) even if you have 'free periods'

### Parents and Carers

- Ensure your child attends school every day on time wherever possible
- Ensure correct procedures are followed for requesting authorised absences in advance
- Ensure unavoidable absences are reported on the first day of absence if possible – either giving an expected return date, or re-reporting the absence if necessary
- Ensure your child does not plan work, driving lessons or routine appointments during school hours

### Form Tutor

- Ensure that Synergy is used to record the attendance for tutor time as soon as prayers have been said
- Encourage good attendance through reinforcement of class and individual targets
- Ensure that students who arrive after 8.40 are marked as late, with the number of minutes late recorded
- Monitor the attendance and punctuality of your form using Synergy and have conversations with students if there appears to be deterioration or patterns in post attendance
- Liaise with the Sixth Form PSO about students whose attendance causes concern

### Subject Teacher

- Ensure that Synergy is used to record the attendance for all lessons within the first 10 minutes
- Ensure students that arrive after the start of the lesson are marked late with the number of minutes
- Identify, within each lesson, any students who are marked present in school but are not present in the lesson. Inform the Sixth Form PSO as soon as possible via email.
- Monitor the attendance of individuals within a class and alert the Subject Leader, Head of Sixth Form and PSO when any patterns of non-attendance are detected.
- If a student truants your lesson, ensure they catch up the missed work in a subject detention.
- In the case of long-term absence, ensure appropriate work is set and marked and that students are welcomed back and supported to enable them to access learning within the lesson

### Pastoral Support Officer

- Ensure morning registers are taken by form tutors
- Log any planned absences in advance so they can be seen by form tutors and subject teachers
- Record any reason for absence received via text/email and send texts for unexplained absences
- Monitor attendance of form groups and share with form tutors each week
- Monitor attendance of individuals and work with students, parents/carers, HoSF and form tutors to ensure unsatisfactory attendance improves
- Monitor students marked late and set detentions as per the protocol below

### Head of Sixth Form

- Encourage good attendance and punctuality in the sixth form by consistently reinforcing expectations and linking rewards to good attendance
- Work closely with all students, staff and parents/carers to address unsatisfactory attendance
- Effectively use learning agreements and meetings to improve unsatisfactory attendance

## Attendance Monitoring Protocol

### Attendance over 97%

This is excellent attendance

The student will be eligible for rewards that are linked to attendance



### Attendance between 95-96%

Above 95% is concerned good attendance. Form tutor monitors attendance and has discussion with student about strategies to ensure excellent attendance



### Attendance drops below 95%

This level of attendance requires improvement. PSO monitors attendance and has discussion with student about strategies to ensure good attendance. Students in receipt of bursary may have payments reduced or withheld if attendance falls below 94%



### Attendance below 90%

Attendance below 90% is persistent absenteeism

PSO contacts home to inform parents/carers to discuss reasons for absence and support school can offer

### Continuing poor attendance

Student may lose their privilege to leave school during 'free periods'

Student may be put onto a learning agreement by Head of Sixth Form

Parents/carers will be brought into school for a meeting with Head of Sixth Form, PSO and Chair of Governors

Where attendance causes such a negative impact on learning, the right of the student to free examination entry will be reviewed

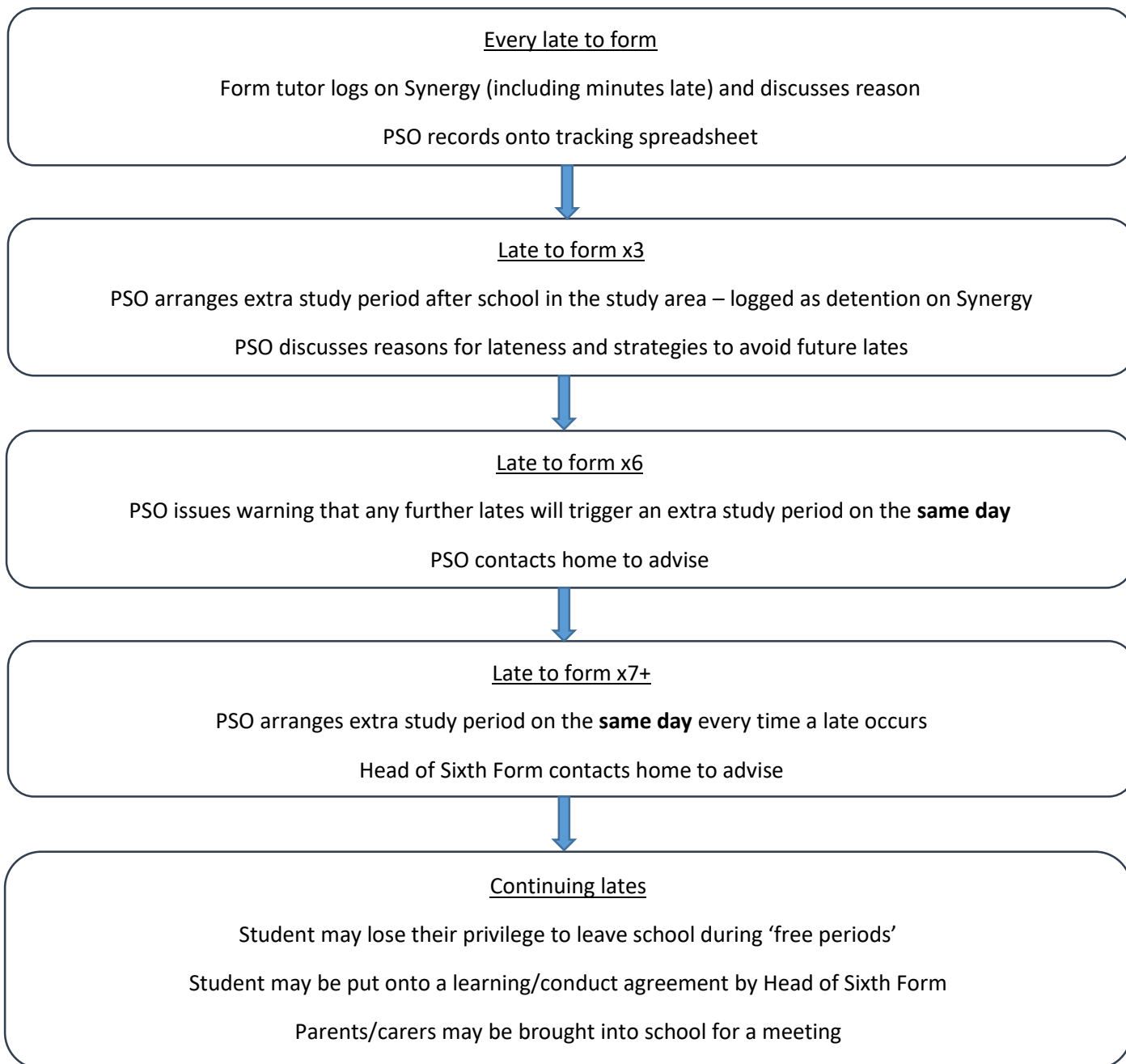
## Punctuality

The school day starts at 8.40am and we expect students to be in their form room at that time. A student is considered to be late if they arrive in form after that time, and they will be marked late by their form tutor.

At 9.30am the registers will be closed. In accordance with the regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will be count as an unauthorised absence.

## Punctuality Monitoring and Sanctions Protocol

Each half term:



The cycle will end at the end of a half term to give the student a chance to have a fresh start. However, students who are continually late each term, will be put onto a learning/conduct agreement at an earlier stage in the process