

Plymstock School Sixth Form
Attendance Guidance

Rationale:

For all students in Sixth Form, we will work hard to do everything possible to ensure they reach their full potential in their level 3 studies.

Students need to ensure they are also doing this. One of the simplest, yet most important ways they can do this, is through attendance.

Attendance in the Sixth Form is expected to be above 96% over the course of the year. Failure to achieve this level of attendance will have a detrimental impact on level 3 outcomes.

The importance of good attendance cannot be stressed enough. Frequently when completing analysis of students final results, students who fail to reach their full potential are often those with lower attendance. Below are a couple of quotes from the DfE publication [‘Improving attendance at school’](#):

“The evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely not to be in education, employment or training (NEET) when they leave school.

There is a clear link between poor attendance at school and lower academic achievement.”

Students should be wary of paid employment during years 12 and 13. It is illegal for students in full time education to work during the school day (8.40am-3.10pm). Studies have shown that more than 10 hours of paid work a week results in students dropping at least a grade at A level nationally.

Student’s attendance figures are used in any reference that the school provides. Students will receive the following statement in their reference:

98+%	Outstanding attendance
96-98%	Excellent attendance
92-96%	Good attendance
88-92%	Satisfactory attendance
Below 88%	Poor attendance

Where we have causes for concern, we will look at each case individually and decide whether further action needs to be taken. This may include; the removal of signing out privileges, students being placed on extra supported study lessons, payment of exams entries, or in extreme cases withdrawal from level 3 studies. Discussions will take place with students and parents to inform them of any action taken.

A live update of each students’ current attendance record can be viewed via the MyEd app and Class Charts.

Expectations:

- Students are expected to be on the school site by 8.35am every morning and attend registration with their tutor group from 8.40am to 9.10am unless they have periods 1 and 2 at a consortium school. All students are expected to be in school for periods 1 and 2, whether they have a timetabled lesson or not. If students do not have a timetabled lesson during this time, they are expected to complete individual study. They can complete homework, revision or other independent study during this time, using the silent, quiet or more relaxed study areas in the Sixth Form Centre, or around the school site.
- Students are expected to attend all extra sessions run throughout the school year, which they will be notified of in advance, for example, life education sessions, school trips.
- Students have permission to leave the site if they have no timetabled lessons during periods 3, 4 and 5. Students must sign in and out for fire register purposes. We reserve the right to withdraw this privilege if a student's attendance causes a concern, or if a student is not making expected progress in any subject.

Absence:

- For absences not known in advance, parents need to either ring the Sixth Form office on the first day of absence on (01752) 495041 to leave a message with the student's name, reason for absence and expected date of return, or write a note on MyEd.
- For absences known in advance, students or parents should inform a member of the Sixth Form Team on the above number, via MyEd or by email.

Examples of authorised absence:

- Illness
- Emergency medical appointment
- Driving theory or practical test
- Attendance at a funeral
- University visits
- Interviews

Examples of unauthorised absence:

- Holidays
- Work
- Frequent, short term sickness unsupported by a doctor's note
- Driving lessons
- Birthdays or other similar celebrations

Punctuality

- Punctuality will be monitored by tutors and the Head of Sixth Form.
- Persistent lateness will result in contact being made home and being placed on the Sixth Form Attendance System.
- Students who arrive after registration must sign in using the Inventory system.

Truancy calls

- If the school is not notified of absence by 9:30am on the day of absence, truancy texts, MyEd message and email will be issued to parents.

Attendance Intervention stages

- When students' attendance falls below 90% the following stages of intervention will occur:

Preliminary Stage

- Prior to any formal intervention stages, tutors and/or the Head of Sixth Form will have a discussion with students to give prior warning where concerns about attendance are seen. An initial letter will be sent home to raise concerns with parents.

Stage 1

- Contact home by letter and students' attendance monitored daily for a month.

Stage 2

- A letter and phone call home by the Head of Sixth Form to discuss concerns and look at ways to support.

Stage 3

- Meeting with parents, Head of Sixth Form and/or Director of Post 16. A Sixth Form contract written and final warning letter to student.

Stage 4

- Removal from Sixth Form studies.