



**Yavneh**  
College

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**SIXTH FORM  
ATTENDANCE POLICY**

# 1. Aims

Our school aims to meet its obligations with regard to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence. Regular and punctual attendance at school is essential in order for students to maximise the opportunities available to them.
- Ensuring every pupil has access to full-time education to which they are entitled. Children are expected to attend school everyday. This leaves 14 weeks in which parents/guardians can arrange a family holiday so that it does not affect their child's education.
- Acting early to address patterns of absence

## 2. School procedures

### 2.1 Lesson attendance

Attendance to lessons is monitored on a daily basis. All Sixth Form students are expected to attend all of their timetabled lessons.

Sixth Form students are expected to use their free periods as study periods either in the LRC or Sixth Form Workroom.

Sixth Form students have off-site privileges. This allows them to leave the site once during each day.

The lesson register will be taken at the start of every lesson. It will mark whether a student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See appendix for the DfE attendance codes

### 2.2 Morning/Afternoon session attendance

Year 12 students are expected to attend registration every morning. Where students have no scheduled lessons after 12.00 they will be marked as an X (*not required to be in school*) for the afternoon session.

Year 13 students are only expected to attend registration on Monday (briefing) and Tuesday (tutorial). On Wednesday, Thursday and Friday Year 13 students will be marked as an X (*not required to be in school*) for the morning session on these days. Students are only allowed to leave/return to the site once during each day. Where students have no scheduled lessons after 12.00 they will be marked as an X (*not required to be in school*) for the afternoon session. Where students have no timetabled lessons on a day they will be marked as an X (*not required to be in school*) for both the morning/afternoon sessions.

Once Year 13 students have submitted their UCAS applications and completed all the work required during Tuesday morning tutorial, they will not be expected to attend registration on a Tuesday morning. Students will then be marked with an X (*not required to be in school*) for morning registration.

### 2.3 Unplanned absence

Parents/guardians must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health as soon as practically possible

Parents/guardians log this type of absence on Insight. This must be logged by the parent/guardian on the first and subsequent days of absence. Parents/guardians must include the reason for the absence, i.e. vomiting, temperature etc.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents/guardians to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/guardians will be notified of this.

## **2.4 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents/guardians to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary and if possible scheduled during the student's free periods

Parents/guardians should log this type of absence on Insight in advance of the appointment. Students must go and see their teachers before the absence to gain the work that they will miss so that they do not fall behind. Where possible, medical appointments and dentist appointments should be made outside of lesson time.

## **2.5 University Open Days**

As a School we recognise the value and importance of attending University Open Days. Students are authorised to attend up to three open days over the course of the Sixth Form.

Parents/guardians should log this type of absence on Insight in advance of the Open Day. Students must go and see their teachers before the absence to gain the work that they will miss so that they do not fall behind.

## **2.6 Lateness and punctuality to lessons**

A student who arrives late (over 5 minutes) to a lesson will be marked as late, using the appropriate code.

Any student who is late to a lesson will not be allowed into the lesson and sent to the LRC to complete the appropriate work. Teachers will log this on PARS as a Negative House Point and this will be tracked by the Head of Sixth Form.

Any student who is continually late across a number of lessons will be placed on report with the Deputy Head of Sixth Form.

## **2.7 Lateness and punctuality to morning session**

A student who arrives late but before the am register has closed will be marked as late, using the appropriate code.

Any student who is late to registration will lose their off-site privileges for the day. Students will hand their ID card to their tutor and this will prevent them from leaving/returning to school on the same day. ID cards will be returned to students the following day.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Any pupil who arrives to school after the register has closed will be flagged up through the daily attendance check and be issued with a 30 minute after school detention with the Head of Sixth Form on a Friday.

## **2.8 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

## **2.9 Reporting to parents**

Parents receive a student progress report every half term. This report includes lesson attendance figures for each individual subject.

## **3. Authorised and unauthorised absence**

### **3.1 Outstanding and unexplained absence**

Parents are required to explain any absence on insight on the day where students are absent from school or from an individual lesson(s). Where there are outstanding (unexplained) absences parents will receive an email informing of this on a Monday and have three days to provide a valid explanation on insight. If the absence is still unexplained after three days the absence will be unauthorised. Parents will be notified of this and the absence will remain unauthorised until a valid explanation is given.

### **3.2 Granting approval for term-time absence**

Executive Headteacher may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Executive Headteacher 's discretion.

## **4. Strategies for promoting attendance**

### **4.1 Recognising excellent attendance**

Positive emails sent home on a half termly basis for all those students with 100% attendance.

### **4.2 Writing a school reference for UCAS or apprenticeship application**

Student attendance is a key component of any UCAS or apprenticeship reference. Students are made aware of this and are made explicitly aware about the importance of having a high attendance record for any post 18 application.

### **4.3 Contact home**

Any student under 95% attendance will be emailed home on a half-termly basis by the Head of Sixth Form. This email will inform parents/guardians of our concern and the importance of improving attendance.

## **5. Attendance monitoring**

### **5.1 Daily monitoring**

The Sixth Form Secretary monitors student absence on a daily basis.

Parents/guardians are expected to notify the school via insight on the morning if their child is going to be absent due to ill health. Parents/guardians must not call the absence line as this does not always reach the Sixth Form Secretary.

### **5.2 Contact home**

If a student's absence goes above three days we will contact the parents/guardians to discuss the reasons for this.

If after contacting parents/guardians and a student's absence continues to rise, parents/guardians will be called into school for a meeting with the Head of Sixth Form.

### **5.3 Persistent Absentees**

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Parents/guardians will be directly contacted by the Head of Sixth Form. Parents/guardians could then be asked to attend a meeting with the Head of Sixth Form if absenteeism persists or significantly escalates.

### **5.4 Tracking**

All attendance figures are stored on PARS and the Head of Sixth Form receives an automated email every month presenting a lesson attendance overview for each student. This will then provide the basis for further interventions.

## **7. Roles and responsibilities**

### **7.1 The Executive Headteacher**

The Executive Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

### **7.2 Head of Sixth Form**

The Head of Sixth Form is responsible for the monitoring of overall student lesson attendance and putting in place interventions to support students who have poor attendance.

### **7.3 The Sixth Form Secretary**

- Monitors individual student lesson attendance on a daily basis
- Take calls from parents/guardians explaining future/planned absences
- Contacts parents/guardians where absences are unexplained
- Reports concerns about attendance to the Head of Sixth Form
- Arranges calls and meetings with parents/guardians to discuss attendance issues

### **7.4 Class teachers/form tutors**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Class teachers are also responsible for imposing the necessary sanctions where students are late.

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day