

SIXTH FORM ATTENDANCE

Daily response to absence - Day to day procedures



Each day of absence will accrue an N mark. Should we not receive any correspondence from parents/carers, this can turn into an unauthorised absence mark. Parents/carers will receive a notification from the School via a text message/Class charts. It is important the parent/carer engages with these and follows up a response to their child's absence.

Please report any daily absence to the normal college absence line or directly to Mrs L Powell, our KS5 attendance and admin lead **powell.l@stowevalley.com**.

Please do also copy in the Heads of Year, Mrs Caves Year 12, Mrs Smith Year 13 and/or Mrs Campbell-Birch if you wish to discuss absence in more detail.

Day to day procedures include:

Step 1 / Day 1: Registers are taken each AM morning registration session and within the first 10 minutes of lessons. Non-attendance is identified each morning during AM reg as well as within every lesson (including SFSR/Society/CE slots). If the student has not arrived in school and we have not been informed of a reason before period 2, 11am, the following actions will be taken that day;

A text message/Class charts message will be sent to the parent/carers

Step 2 / Day 2: If no appropriate response is received by end of day 1:

A class charts message will be sent directly to the student on the second day of unexplained absence- resilience message from the HOY to connect with the student.

Step 3 / Day 3: If no appropriate response is received

A telephone call will be made on the third day of unexplained absence. These will be 'Tutor Connection' calls or from the Head of Year.

Step 4: An explained absence that reaches a 6th consecutive day may then result in a home visit so that the school safeguarding team and the attendance team can speak to both the child and the parent and support can be put in place as needed. The DSL will notify Children's Social Care if a child with a child protection plan is absent for more than 3 consecutive days without explanation.

If a student is absent from school for more than 5 consecutive days, on the 6th day the absence may be unauthorised following the home visit.