

# SIXTH FORM ATTENDANCE

Graduated response to attendance and unauthorised absence

Stage actions that could be taken:

## STAGE 1

### INITIAL ATTENDANCE CONCERN

**TUTORS**

- Directed tutor connection calls/meetings
- Tutor monitoring; Tutor will discuss absences with students to identify any informal support
- Stage 1 letter
- Motivational CC messages/interview may be used to encourage and promote positive, improved attendance
- Return to school interviews at discretion of the HOY if needed.

## STAGE 2

### ONGOING ATTENDANCE CONCERN

**LEARNING MENTORS AND/OR HEADS OF YEAR**

- Persistent absence
- Actions can include; Motivational interview, internal target set, HOY meeting or contact, attendance meeting or contact home
- Evidence asked to be seen - compulsory required for every absence
- Barriers to attendance will be discussed and support put in place to remove these. Targets set
- Return to school interviews
- Praise postcards used if attendance improves following intervention
- Stage 2 letters
- Consideration to remove or reduce sixth form privileges ie lunch passes/home study
- Praise postcards used if attendance improves following intervention
- Return to school proforma and meeting.
- If there is no improvement a stage 2, a final letter will be sent as we move to the next stage.

## STAGE 3

### SEVERE ATTENDANCE CONCERN

**HEAD OF YEAR AND/OR HEAD OF SIXTH FORM**

- Non engagement with stage 2. Targets from stage 2 not met
- Compulsory medical evidence required for every absence
- New attendance targets set. Previous reviewed.
- Consideration to reduce curriculum offer/removal of exams/course withdrawal.
- Privileges to be reduced or withdrawn ie lunch pass or home study.
- Return to school meeting proforma and meeting.
- An attendance case manager will potentially be assigned (HOY/HOSF/SLT member and have weekly contact with the student and family).
- Barriers to attendance will be discussed and formalised support put in place to remove these barriers.
- Referral to external agency if needed
- Stage 3 letter sent.

### Positive attendance: Excellent attendance. Low unauthorised absence:

- Tutor level rewards (for those with 100% attendance but also for improved)
- HAPs awarded and postcards/texts/emails sent home
- 100% attendance and improving attendance also reward opportunities end of the year end each term at the discretion of the Head of Sixth Form/HOY.
- Whole school positive attendance strategies in line with lower school

### Other information:

*This flow chart is a guide and each case will be assessed and reviewed depending on students' individual needs and which interventions will be most effective in supporting them to improve or maintain positive attendance. Early intervention will be sought so students can be supported meeting their attendance targets. The nature of student absence is crucial when applying this approach and individual circumstances will be considered. In addition to the stages outlined, all decisions regarding sanctions and interventions are at the discretion of the Head of Sixth Form (AHT SLT), Heads of Year and Deputy Headteacher (Attendance Lead). A period of 10 days' continuous unauthorised absence and/or lack of engagement with academic provision will result in serious consideration of a student's place in Sixth Form. This may include withdrawing a student's place if they are no longer participating.*

\***Persistent Absence** - Where a student's attendance figure falls below 90%, they are deemed as 'persistently absent' from school.

\***Severe Absence** - Where a student's attendance figure falls below 50%, therefore they are deemed as 'severely absent'.