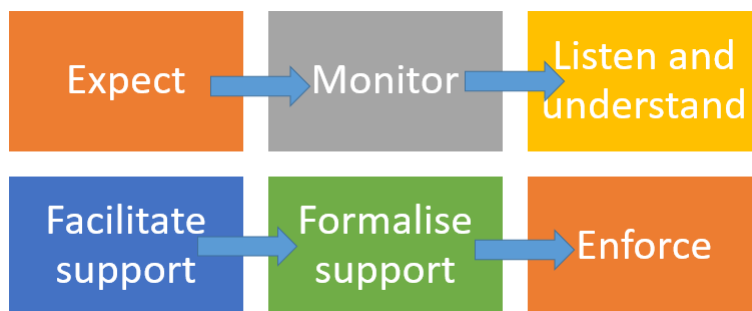


Attendance is one of the key factors determining student success. We believe the higher a student's attendance is, the most likely they are to be successful. Since we all want students to be successful, high levels of attendance need to be maintained. Attendance impacts a student's attainment, wellbeing and wider life chances. It is important that students and parents/carers are familiar with the process and understand the importance of maintaining excellent attendance. However, it should be noted that the process is intended to support students and to remove barriers to attendance.

The expectation for Sixth Form students is to keep attendance at or above 96%. This target accepts the reality that illness and unavoidable appointments may impact student attendance.

Being a member of the Southam Sixth Form community is a decision taken by the students. Students who do not meet the high standards expected for Sixth Form, accrue late marks, or who truant lessons, will trigger the graduated response outlined below.

It should be noted that we take account of individual circumstances, and protected characteristics, when dealing with student attendance. Ultimately, we want to treat the root cause of the absence and remove barriers to attendance. For the most vulnerable students, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided. Safeguarding is attendance and attendance is safeguarding.



We aim for the following within the Sixth Form:

- To be relentlessly positive (not 'soft')
- Knowing our students – engineer opportunities to discuss together and get to know the needs of each student
- Awareness & Understanding (not acceptance). Act on absence (check ins)
- Educate about anxiety
- Home support (Class Charts messaging / announcements)

Students with long term medical conditions

We appreciate that some students will have to complete their Sixth Form experience whilst contending with long-term medical conditions. We aim to work with the student and their parent / carer to offer appropriate support whilst minimising the impact on attendance as far as possible.

Each situation is dealt with individually. We may require official evidence of medical diagnosis and/or official evidence of ongoing appointments from the GP or healthcare provider in complex cases and to authorise absence. Where medical conditions are having a particularly adverse impact on attendance and on the students' ability to be successful, we will work with the student to identify adaptations and adjustments as much as possible.

Medical Appointments

Where possible, appointments should be made out of school hours or in school holidays. However, we realise this is sometimes not possible. Students should come into school before and after appointments to ensure they miss as little lesson time as possible. **Students must always sign in and out and on the iPad in the SFSR before leaving/upon their return to school.** Please also see documentation in relation to reporting absence to school.

Attendance areas of responsibility.

Attendance is everyone's business as it is a safeguarding matter so as a collective team effort, we really look to support attendance within the Sixth Form across all roles.

Tutors: Check attendance for individual tutor groups. Monday morning attendance checks for the week before using the spreadsheet provided and discussions held with students. Check attendance and actions to be taken to increase attendance for tutor times ie class charts messaging/calls home if concerns emerge and alert HOY. Rewards such as HAPS for attendance.

HOY: Check on attendance at breaktime with Mrs Powell in person/via email. Return to school – attendance interviews if medical procedure, longer than 3 days of absence as supportive strategy at the discretion of the HOY/HOSF. Calls home and meetings. Postcards home. Check attendance and actions on the year group across all subjects. Once a half term, full year group checks on class charts and actions to be taken across the next half term 'actions review'. PDI meetings and sharing feedback on attendance trends to the tutor teams. Weekly attendance review highlights to prepare for the Monday morning tutor attendance review slot.

Learning Mentors: Period 3, liaise with HOY to support finding students in school if needed if any discrepancies. Use of runners to also support this task. Ensuring code 2 is used if students are working outside of the SFSR with permission of the Learning Mentor. Ensuring the register is taken at the start of every session within the first 10 minutes and follow up actions taken if patterns/trends identified in attendance to the SFSR. Support with registers if staff absent but this responsibility is with the student to ensure they collect/return paper registers. Watch list monitoring. Check attendance and actions to be taken to increase attendance for the SFSR ie class charts messaging/calls home if concerns emerge and alert HOY.

KS5 Admin: Updates to Class charts using the attendance N Mark tracking spreadsheet with comments from tutors. Daily morning checks from reported absence (emails/texts/Class charts/voicemails). If a school bus is late, students will be marked present not L if identified by the bus company. Check attendance and actions to be taken to increase attendance – alert HOY/HOSF.

Students: All students are expected to attend school to the best of their ability to all sessions allocated on their timetable. Students must sign in and out of school via the iPad in the SFSR when leaving/returning to school site throughout the day. This also includes home study (yr13). Students need to be accountable and take responsibility for their attendance. If a staff member is absent from a lesson, it is the students' responsibility to ensure a register is taken and handed to Mrs Powell in the office (FO13). A register template can be collected and returned.

Teachers: Watch lists reporting to member of the Sixth form team if absent. Recording marks to lessons in the first 10 minutes. Letting a member of the Sixth Form team know if concerns/trends identified ie potential truanting from lessons. Check attendance and actions to be taken if needed for the individual(s) in the class/from departmental level, academic concerns ie calls home/class charts messaging if concerns emerge and alert HOY.

HOSF: Identifying students of initial concern, ongoing concern and severe concern staging systems. Line managing KS5 HOY with attendance strategy. Return to school interviews, supportive calls home and meetings if needed. Liaising with the Attendance lead Mr Richter about wider attendance events, strategies and updates where needed to share with the teams.

Attendance Lead/wider attendance team: Information, advice and guidance on initiatives, strategies and interventions when needed. Support with attendance data for PDI meetings, admin support with the weekly tracker and inputting onto Class charts. Sharing information through the parent/carers communication channels to L Powell.

Parents/Carers: Please ensure you report all absence to school as per reporting methods available. Mrs Powell is our KS5 administrator who will record all absence for Sixth Form. She will receive this information.