

Stokesley Sixth Form College

Being the best we can be

Sixth Form Attendance Management and Sanctions - SOP

All students should sign in on arrival to school. This can be done by swiping their card at either the main student entrance to school, the gate near the ICT block or the gate near the leisure centre. If students arrive through any other gate, they must sign in using the inventory machine in the entrance to the sixth form as soon as possible.

Stokesley sixth form students are expected to attend all lessons on time, all of the time. This includes independent study periods and tutor time. They are expected to be on site from 8:40 and remain on site until at least lunchtime, as long as they are back on site in time for any afternoon lessons or study periods. See appendix 1 for absence procedures.

To ensure this happens, the percentage attendance to lessons and tutor time will be shared each week (LBL%), and tutors will discuss this with students and use the following flow chart of interventions where necessary:

LBL%	Intervention	Managed by	Duration	Success Criteria
>95%	No intervention necessary			
90-95%	Any absences followed up by form tutor to determine reason for absence			
<90%	Stage 1 - Attendance support plan <ul style="list-style-type: none">Form tutor meets weekly with student to review LBL% for that weekForm tutor and student set action steps to improve attendanceParents notified by letterWhere appropriate, students will be required to attend Compulsory Catch up from 15:20 - 16:20 (HoY to decide)	Form tutor	3 weeks	LBL% improved over the three weeks. If not above 90% but has improved stage 1 continued, otherwise move to stage 2.
	Stage 2 - HoY intervention <ul style="list-style-type: none">Head of Year meets with student and parents to urgently discuss attendanceFollowing this, Head of Year meets weekly with student to review LBL% for that week and set targets to improve attendanceWhere appropriate, students will be	HoY	3 weeks	If above 90%, end of intervention. If not above 90% but has improved, move back to stage 1. Otherwise move to stage 3.

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	required to attend Compulsory Catch up from 15:20 - 16:20 and directed study			
	Stage 3 - Senior Assistant Headteacher intervention <ul style="list-style-type: none"> SAH meets with students and parents to discuss attendance and possible alternative provision if no improvement Timeline and conditions for improvement set Where appropriate, students will be required to attend Compulsory Catch up from 15:20 - 16:20 and directed study 	SAH	3 weeks	If there is an improvement in LBL% move back to stage 2 If no improvement then parents invited in to discuss alternative provision with a possibility of a managed move

Punctuality

We will enforce high standards of punctuality as follows

If a student arrives late to a lesson or tutor time	The student will be marked 'Late' on the register and given the usual negative entry for lateness Where this happens more than 3 times in any given week, the student will be required to 'catch up' the time in Compulsory Catch Up from 3:15pm to 4:15pm
If a student misses a lesson or tutor time with a valid reason	If a student misses any lesson or tutor time without a valid reason, they will be marked as absent for the lesson and required to 'catch up' the time in Compulsory Catch Up from 3:15pm – 4:15pm

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Appendix 1

1. All sixth form students are expected to 'tap in' to school site using their ID card which they are expected to carry at all times. In the event that their ID card is lost, students must replace this at a cost of £5.
2. In the case of illness, on the first day of absence parents are expected to contact the school by telephone (01642 710050) as a matter of courtesy by 8.30am that day and each subsequent day of absence.
3. Students who are absent and have not called in will be sent a text message by the Sixth Form Administrator or school attendance officer that same day.
4. If a student needs to leave school early a request must be made in writing. This should be shown to their Sixth Form Tutor 24 hours in advance of the day.
5. Parents will be contacted by the Sixth Form Tutor or Sixth Form Administrator whenever there is any doubt or concern regarding a student's absence. Even if notes are received, concerns regarding attendance may be brought to the attention of the Head of Year and Senior Assistant Headteacher
6. In the case of prolonged or repeated absences due to illness students may be requested to provide a doctor's letter for confirmation. If the situation continues please be aware the school may contact parents to discuss the issue.

Absences in special circumstances -

Absences must be limited to cases of real illness and holidays will not be authorised during school time. However, it is acknowledged that there may be special circumstances where you may be absent from school. In these circumstances, a request should be put in writing to the HoY clearly stating the reasons for the proposed absence. The circumstances of your request will be considered and you will receive a written response. Where the decision is taken to refuse permission, the absence will remain unauthorised should you choose to ignore this.

Absence	Authorised?	Supporting documentation required
Illness	Yes - although students are encouraged to attend unless they are clearly unable to	Evidence such as doctor's notes may be requested to authorise the absence
Medical issues e.g. doctor, dental, opticians, orthodontist appointments & funerals	Yes	An email should be sent to sixthform@stokesleyschool.org 24 hrs in advance
Birthdays or similar celebrations	No	

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Awaiting deliveries or maintenance work at home (e.g. boiler fixed) on behalf of parent	No	
Taking care of younger siblings	No	
Driving test - practical	Yes	An email should be sent to sixthform@stokesleyschool.org at least one week in advance
Driving Test - Theory exam and lessons	At the discretion of Head of Year	An email should be sent to sixthform@stokesleyschool.org at least one week in advance. These will only be authorised during students non contact time - they must not miss form time or any lesson time.
Holidays	No	
University Open Days and summer schools	At the discretion of Head of Year	An email should be sent to sixthform@stokesleyschool.org at least one week in advance
Other i.e. examinations, job interview, participation in extracurricular activities, rehearsal for events relating to schools etc.	At the discretion of Head of Year	An email should be sent to sixthform@stokesleyschool.org at least one week in advance

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Policy Author: Mr R McGreal
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