



Sixth Form

Attendance Policy

2018 - 2019

Attendance Expectations

The purpose of this attendance policy is to clarify the expectations of students within the Sixth Form. It is proven that poor attendance and punctuality has a serious effect on outcomes within education.

The Mosslands School takes attendance in the Sixth Form very seriously. Attendance below 95% has been shown to result in an average reduction of one grade at A Level per subject and this can increase to two grades if further attendance issues are evident.

Attendance during one school year	Equals – days absent	Equals – weeks absent	Equals – number of lessons missed
95%	9 days	2 weeks	40 lessons
90%	19 days	4 weeks	80 lessons
85%	29 days	6 weeks	120 lessons
80%	38 days	8 weeks	160 lessons
75%	48 days	10 weeks	200 lessons
70%	57 days	12 weeks	240 lessons
65%	67 days	13 weeks	280 lessons

All post 16 course are intensive and students cannot afford to miss valuable teaching and study time.

Your decision to join The Mosslands Sixth Form offers you the opportunity to develop skills to enable you to progress into further education or employment. You are expected to work with an increased level of maturity and you must take responsibility for your own learning. I ask that you share our expectation of mutual respect and courtesy and the Sixth Form team will commit to supporting you to develop your independence.

Attendance at non-compulsory post 16 study is currently not covered by the law relating to attendance but is covered by the law relating to safeguarding. Attendance figures will be included in any academic report issued by the school and could be reported in any reference written relating to a student's progression to higher education, further education or employment. It is crucial in these highly competitive times, whether applying for work, training or university, that our students have a high level of attendance.

Attendance & Punctuality Procedures

- Students must take an active and conscientious role in being responsible for their punctuality and attendance.
- Students must arrive to all lessons on time and be ready to learn.
- Students who arrive late for school **MUST** sign in with Mrs Raftery in the Sixth Form Office before going to lesson.
- In the event of an absence you or your parent/carer **MUST** contact school before 9.00am. The telephone number is 0151 638 8131 ext 223. Alternatively a text message can be sent to **07741895623** stating the name of the student and reason for absence. This is to be done for every day of an absence.
- You must let Mrs Raftery in the Sixth Form Office know beforehand of any known planned absences e.g. medical appointments, open days etc. providing evidence e.g. an appointment card.
- All absences will be followed up.
- Parents/Carers will be alerted via truancy calls sent from the Main School Office if their child is absent from school without prior notification.

Students are expected to attend every **AM** registration and timetabled session published on their programme of study. This includes enrichment, private study sessions and Wednesday afternoon recreation.

Good attendance and punctuality will be rewarded.

Authorised Absence

- University open days
- University, college and job interviews
- Driving/Theory Tests
- Family celebrations.
- Religious festivals
- Work experience (only with prior agreement from Mrs Danher)

Unauthorised absence

- Driving lessons
- Shopping trips
- Holidays
- Other activities not deemed to be appropriate.

Please note:

Any student with a continuous absence of longer than five school days is expected to provide a medical note in the case of illness before the absence will be authorised. Should a student require more than 10 school days absence due to illness, parents/carers are expected to contact the school to discuss the student's ability to continue with their study programme. Cases will be considered on an individual basis.

Students must not undertake paid part-time work during the school day and I would recommend that part-time work is restricted to 8 hours each week to avoid any impact on a student's studies.

Monitoring Attendance & Intervention

Student attendance will be monitored by Sixth Form staff to ensure that students and parents/carers are kept informed of any concerns. Students who fail to achieve a minimum of 95% attendance or who are persistently late will be entered into an Attendance & Punctuality Intervention Support Plan. This is a four stage plan and is intended to offer support to students in ensuring they meet the expectations of the Sixth Form and subsequently increase their opportunities to achieve.

STAGE	DESCRIPTION
1 – Form Tutor Verbal Warning	If attendance/punctuality falls below 95% the FT will speak to the student and monitor attendance for a further two weeks.
2 – Sixth Form Team Attendance Agreement & Letter Home	If after two weeks there is no improvement in attendance/punctuality the student will be referred to a member of the Sixth Form and will be required to report to them at 8.45am each day for a further two weeks. A letter/text/email will be sent to parent/carer.
3 – Director of Sixth Form Written Warning & Parental Meeting	If there is a persistent failure to meet attendance or punctuality requirements the student will be referred to Mrs Danher who will issue a written warning and invite parents/carers in for a meeting. An attendance action plan will be put in place.
4 – Request to find alternative provision Referral to Careers Adviser & a request to leave Sixth Form.	Continued failure to meet attendance and punctuality requirements will result in a referral to Anja Koermer (Careers Adviser) who will work with the student to find an alternative educational establishment, training provider or employment and there will be a request to leave Sixth Form. The parents/carers of the student will be involved in the process. If a student is asked to leave they will be asked to pay for any exam entries that have been submitted.

