



Callington Community College

Sixth Form Attendance Guidelines and Expectations

September 2016

Purpose

The sixth form attendance guidelines and expectations document has been drawn up to clarify expectations for students in post 16 education at Callington Community College Sixth Form

Consistent high levels of attendance and excellent punctuality are both characteristics of students who achieve above or in-line with their potential. Research shows that poor attendance and punctuality has a serious detrimental effect on outcomes. Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%.

One of our sixth form aims is to reduce to zero the number of students whose attendance drop below 90%. Our attendance targets for the 2016-2017 academic year is set at an aspirational level of 96%.

Expectations

1. Year 11 students moving into the Sixth Form must be able to demonstrate an excellent attendance record. Where possible this should be an attendance rate of above 95%. Where students are below this level, they may be placed on a contract in the Spring Term to work to this goal as part of their conditional offer in preparation for their place in Sixth Form.
2. It is an expectation that all sixth form students maintains a cumulative rate of attendance at 96% or above. The minimum level of attendance is 90%, however in order to make expected progress we expect students to achieve a 96% or above attendance.
3. Students are expected to attend all timetabled lessons, including morning tutor lesson (where applicable)
4. Students are expected to attend tutor lessons and any meetings deemed necessary by the sixth form, tutor or subject teacher.
5. Students are expected to attend all sixth form assemblies, presentations or arranged events
6. Students are expected to use their study periods to work independently either in the sixth form common room, sixth form study room (including the Chiil), library or any other sixth form study space.

Responsibilities

1. Subject teachers are required by law to complete an electronic register for each lesson through SIMS.
2. Teachers should only mark the students as present (/) or absent (N). No other attendance code should be used when completing their register.
3. Subject teachers are also responsible for alerting the Sixth Form office if they have concerns regarding student's attendance or notice problematic attendance patterns emerging within their subject area.
4. The school attendance manager is responsible for the day to day monitoring of sixth form attendance.
5. The Sixth Form leadership team are responsible for monitoring attendance patterns within the sixth form.
6. Parents/carers have a joint responsibility to ensure that their son/daughter attend the college as required and on time
7. Students themselves must ultimately accept a high degree of responsibility and accountability for their punctuality and attendance. Students must arrive punctually to all sessions where their attendance is required.
8. Where the teacher is absent the student must follow the correct procedures set out for staff absence.

Procedures

Student Absence:

- Students or their parent/carer should inform the college by phone or email on the first day of absence by 9.00am. This procedure is expected until the student returns to college.
- Students or their parent/carer are asked to phone 01579 386014 or email 6attendance@callingtoncc.net to inform the college of any absences.
- If an absence is planned for a known and valid reason in advance (see below) the student should inform the Sixth Form office beforehand by completing a green absence request form.

Staff Absence:

- When a member of staff is absent there is an expectation that purposeful and meaningful work is set. This work is sent directly to students and the sixth form office.
- Students are expected to access this work either via their school email account or by picking it up from the sixth form office.
- In either of the above cases students must register at the start of the lesson in the Sixth Form office before collecting their work and completing the set work.
- The work set must be completed within college, at no point is a student allowed to sign out.

Fire Regulation:

The accuracy of registers is critical for the college's emergency evacuation purposes. Students are expected to take responsibility to sign out if they leave the premises at any time during the school day and sign in on their return using the folders within the Sixth Form Office.

Leave of absence (holidays) and other absences

- By law, students should not take any leave of absence (holidays) during term time and these will not be authorised.
- Students will be authorised to attend University Open Days but are encouraged to visit at weekends and school holidays where possible. Students are expected to inform the Sixth Form office in advance of these visits and complete the necessary forms
- Students may be absent for unavoidable appointments such as specialist medical appointments, job/college/university/apprenticeship interviews, driving tests and university/college/skills tests and are required to inform the Sixth Form office by completing a green absence request form.
- It is unacceptable for students to make routine doctors, dental or other appointments during timetabled lesson and if possible these appointments should not be made during the college day. This includes driving lessons.
- Under no circumstances should students undertake paid part time employment during the college day and are strongly advised to limit part time work to 8 hours per week to prevent it from impacting on their academic work.
- Students are encouraged to undertake work experience or work placements or complete voluntary activity in support of university, employment or apprenticeship applications within the college day during study periods with the agreement of the Sixth Form Leadership team.

Protocols

1. If there has been no contact from either the student or parent/carer by 9.30am on the first day of absence parents/carers will receive a phone call or text message informing them of their son/daughter's absence.
2. Where the student is on report for unacceptable attendance phone calls will be made to the parent/carer by the Head or Deputy Head of Sixth Form.
3. Absence for inappropriate and unacceptable reasons (see document) will be marked as unauthorised in all circumstances.
4. Absence for appropriate and acceptable reasons (see document) will be coded accordingly and taken into account in calculating overall attendance.

Monitoring

The monitoring of students accurate attendance and punctuality patterns is reliant on teachers and tutors completing their registers with the correct coding. The monitoring procedures include the following actions:

- Attendance figures are regularly downloaded from the school SIMS system for scrutiny and analysis of patterns and trends
- An annual attendance target (and monitoring of figures for persistent absence) is set in discussion with the sixth form leadership team.
- Analysis of annual attendance figures against annual targets and patterns from previous years.
- Review of the sixth form guidelines and expectations on a yearly cycle or more frequently if required by change in legislation or needs
- Attendance and punctuality are monitored in the first instance by the attendance manager and deputy head of sixth form.

Consequences (poor attendance and punctuality)

Attendance

- Tutors will challenge any unauthorised student absence on a weekly basis, using the information provided.
- If attendance falls below the expected 96% without known and agreed reason the student will have a meeting with their tutor. A **Stage 1 Awareness** letter will also be sent to the student's parent/carer.
- If attendance falls below 90% the student will have a meeting with a member of the sixth form leadership team and have a **formal verbal warning**. A **Stage 2 Attendance Concern** letter will be sent to the student's parent/carer. The student will also be placed on an agreed sixth form attendance report for a minimum of 4 academic weeks.
- A continued pattern of non-attendance, such as that attendance falls below 85% will result in a **Stage 3 Attendance Concern** letter. A meeting with a member of the sixth form leadership team and a parent/carer will take place and the student will have a **formal written warning**. Targets will be agreed and set and the student will be placed on a sixth form attendance report for minimum of a half term. There will be a discussion about future studies at the sixth form. The overall aim is to support the students improvement in attendance
- If the attendance issues are not resolved, a final **Stage 4 Attendance Concern** letter will be sent. A meeting with the principal, member of the sixth form leadership team and parent/carer will be held and the student will have a **final written warning**. The student may be advised that they will not be entered for exams and to consider whether their programme of study is appropriate for their future aspirations. The student and parent/carer may decide to withdraw their place at sixth form based on the information, advice and guidance provided.

Punctuality

- SIMS registers are always taken at the beginning of each session and student arriving after the start of the session will be recorded as late and have the minutes recorded electronically.
- If punctuality is consistently poor the student will have a meeting with their tutor. The student will be issued with a **formal verbal warning**.
- If there are three incidents of lateness within a timetabled week a **formal written warning** to the student will be issued. A copy will be sent to parents/carers and the student will be placed on an agreed punctuality report for a minimum of 4 academic weeks.
- If there is a continued pattern of consistently poor punctuality a **formal meeting** will be held between a member of the sixth form leadership team, the student and their parent/carer. The student will be issued with a **final formal written warning**.

Summary

It is intended that this Sixth Form Attendance Guidelines document makes clear the College's expectations of sixth form students at Callington and the consequences of poor attendance and punctuality. We, including students, parent/carers and staff want the same success for our sixth form students to allow them to successfully move on to the next stage of their young lives on leaving Callington Community College.

It is not our intention to ask any student to leave the sixth form due to poor attendance or punctuality without having explored all possible means for them to succeed. It is hoped that having clear and transparent guidelines and expectations will avoid the ultimate consequence having to be invoked.

We will continue to work positively with the students and continue to enjoy the support of parents/carers in achieving the best possible outcomes for the students.