

E-ACT Sixth Form Attendance Expectations

Rationale

The Sixth Form has high expectations of student attendance and punctuality. Excellent attendance is an essential part of outstanding academic performance and pastoral care.

The academy expects attendance to be 100% over the course of the year. Failure to achieve this level of attendance puts your child's place in the Sixth Form at risk and will have a detrimental impact on future exam results. Studies show that on average, students drop a grade for every 10% of school lessons missed over the course of a year.

Expectations

All students are expected to attend all lessons and arrive on time.

We recognise good attendance through our Sixth Form rewards. Attendance awards will be drawn each term. Students are expected to be in the academy for their first timetabled lesson/activity of the day. In addition to lessons, students have morning activities as follows from 8.35 - 9am.

Year group	Monday 8.35 - 9am	Tuesday 8.35 - 9am	Wednesday 8.35 - 9am	Thursday 8.35 - 9am	Friday 8.35 - 9am
Year 12	Y12 mentor meetings (by invitation)	Y12 Assembly (all Y12 attend)	Y12 VESPA programme (all Y12 attend)	Y12 mentor meetings (by invitation)	Y12 mentor meetings (by invitation)
Year 13	Y13 mentor meetings (by invitation)	Y13 assembly (all Y13 attend)	Y13 VESPA programme (all Y13 attend)	Y13 mentor meetings (by invitation)	Y13 mentor meetings (by invitation)

Students must sign in and out using the academy system when they come in or go out of the Sixth Form during the day. In addition to timetabled lessons, students have timetabled study periods for independent study. Students may wish to study at home during these periods. We expect students to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting attendance expectations or work commitments. In such cases, students will be scheduled to attend mandatory study sessions.

Registers

Registers are taken at the start of every timetabled lesson. Where a student has a private study period and remains in school they must ensure they have signed in on entry to the

site on which they are located (e.g. main school or V6 Sixth Form site). This allows the academy to know exactly who is in the building for safeguarding purposes.

Absence Procedure

We are aware that there may be the rare occasions where a student may miss lessons due to genuine illness or other extenuating circumstances. In such circumstances, students must follow the absence procedures below or this may be classed as an unauthorised absence, affecting their percentage attendance.

In the event of an unforeseen absence, for example, illness, the student's parent/carer must contact the Sixth Form before 8.30am by ringing 0117 942 4328 and select option 1 or sending an email to mhs-attendance@mhs.e-act.org.uk , stating the name of the student and the reason for absence. This must be done for every day of an absence.

Medical evidence is required where a student is absent for longer than 5 days due to illness or due to persistent absences. Students who feel unwell whilst in Sixth Form must report to the V6 Sixth Form reception or Main School Reception, where students will remain whilst a member of staff contacts parent(s)/carer(s).

Students who go home ill without reporting to V6 Sixth Form reception or Main School Reception will be recorded as unauthorised.

Authorised Absences (Only if the academy is notified in advance)

- A hospital appointment
- Visit to a university to attend an open day or interview
- A career related interview or audition
- Practical driving test
- Religious Holidays

Students must arrange routine medical or dental appointments out of academy hours. All other appointments e.g. driving lessons must be made out of the college hours. The school must be notified in advance of any planned absence by completing a leave of absence request form available via this link on our website [Absence Request Form - Montpelier High School \(montpschool.org\)](#) (or by entering 'absence' in the search bar on our website and paper copies are available on request from our main school reception) and evidence must be provided.

Further to this, students are also expected to inform their sixth form mentor and subject teachers in advance of a planned absence due to a scheduled appointment.

Unauthorised Absences

- Holidays in term time

- Part time or full time work that is not part of the student's study programme
- Birthdays or similar celebrations
- Looking after younger siblings
- Driving lessons
- Driving Theory test
- Failure to attend compulsory events organised within the Sixth Form, even if these events are organised during periods when you are not in a timetabled lesson

Whatever the reason for absence, it is the student's responsibility to complete work missed as quickly as possible. Students will be supported by staff following a period of absence, however, if a student does not take steps to catch up with missed work they may face consequences in line with the Academy Behaviour Policy.

Part-time work

Students **must not** undertake part time work during the academy day. National studies have shown that more than 10 hours of paid work a week results in students dropping at least a grade at A Level. Students must not allow part-time employment to affect their studies or attendance. Any such employment must not be undertaken during academy hours, 8.30am - 3pm on Monday, Tuesday, Thurs and Friday and 8.30 - 3.45pm on Wednesday.

Signing In and Out

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they sign in each time they enter the school building and then sign out each time they leave the building throughout the day. The academy sign in/out online system is used to record entry into and out of Sixth Form. The online terminals to sign in and out are located in main school reception and V6 Sixth Form reception. For health and safety reasons, and for fire regulations, it is vital that Sixth Form has accurate records of the students in the building. Students choosing not to sign in and sign out may put their academy place at risk.

Unexplained Absence Process

We will identify attendance concerns at the earliest opportunity. This will allow the Sixth Form and parents/carers to intervene early and to prevent further decline. If a student is absent from Sixth Form, and we have received no communication from a parent/carer, a text message will be sent to the main parental/carer requesting reason for student's absence. If no communication is received, a phone-call/letter/email detailing any unexplained absences will be sent to the parent/carers as per the academy graduated response to attendance.

Cause for Concern Process

Attendance letters are sent each half-term to the parent/carer of any student whose attendance falls below 95%. If these early notifications do not lead to improved attendance the student will be dealt with in line with the academy's graduated response. This is intended to offer support to students in ensuring they meet the expectations of the Sixth Form and subsequently increase their opportunities to achieve.

Students whose unauthorised absence is greater than 10% may be withdrawn from examination entries and may be charged for the examination entry fee.

Refer to Appendix 1 (on next page) for Academy's Graduated Response to Attendance.

Sixth Form Graduated Response to Attendance 24/25

Important to note: The graduated response below is a formal arrangement. This is in addition to, class teachers, SLT and parents/carers daily conversations and knowledge/understanding of the process.

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	Inclusion in termly attendance incentives Attendance recognition certificates Improved attendance recognition
97%-98.9%	Some learning opportunities are being missed	<p>Sixth form team to discuss students' attendance with them. Notifying them that their attendance has now fallen below 98% and discuss reasons for absence.</p> <p>Text message to be sent to parent/carers notifying them of their child accumulating 2% unauthorised absence. <u>Log first day call on CPOMs.</u></p> <p>Sixth form team to conduct early help assessment of needs to identify causes of unauthorised absence for students with 4% unauthorised absence. Log on CPOMs.</p>
94-96.9%	Risk of underachievement	<p>Letter 1 to be sent to parents/carers of students with 5% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Sixth form team to develop an attendance support plan with student and parent/carer and set targets for students with unauthorised absence of 5%. <u>Log on CPOMs.</u></p> <p><i>In the absence of parents/carers attending, meeting will be held with the student and minutes from the meeting sent home and logged on CPOMs.</i></p>
91-93.9%	High risk of underachievement	<p>Letter 2 to be sent to parents/carers of students with 8% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Head of Sixth Form develops an attendance improvement plan with student and parent/carer for students with unauthorised absence of 8% or more. <u>Log on CPOMs.</u></p> <p><i>In the absence of parents/carers attending, meeting will be held with the student and minutes from the meeting sent home and logged on CPOMs.</i></p>
Under 90.9%	Severe risk of underachievement	<p>Letter 3 -PA Letter to be sent to parents/carers of students with more than 10% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Formal warning notice issued. <u>Log on CPOMs</u></p> <p>If no sustained improvement, student will be asked to leave the Sixth Form with immediate effect.</p>

