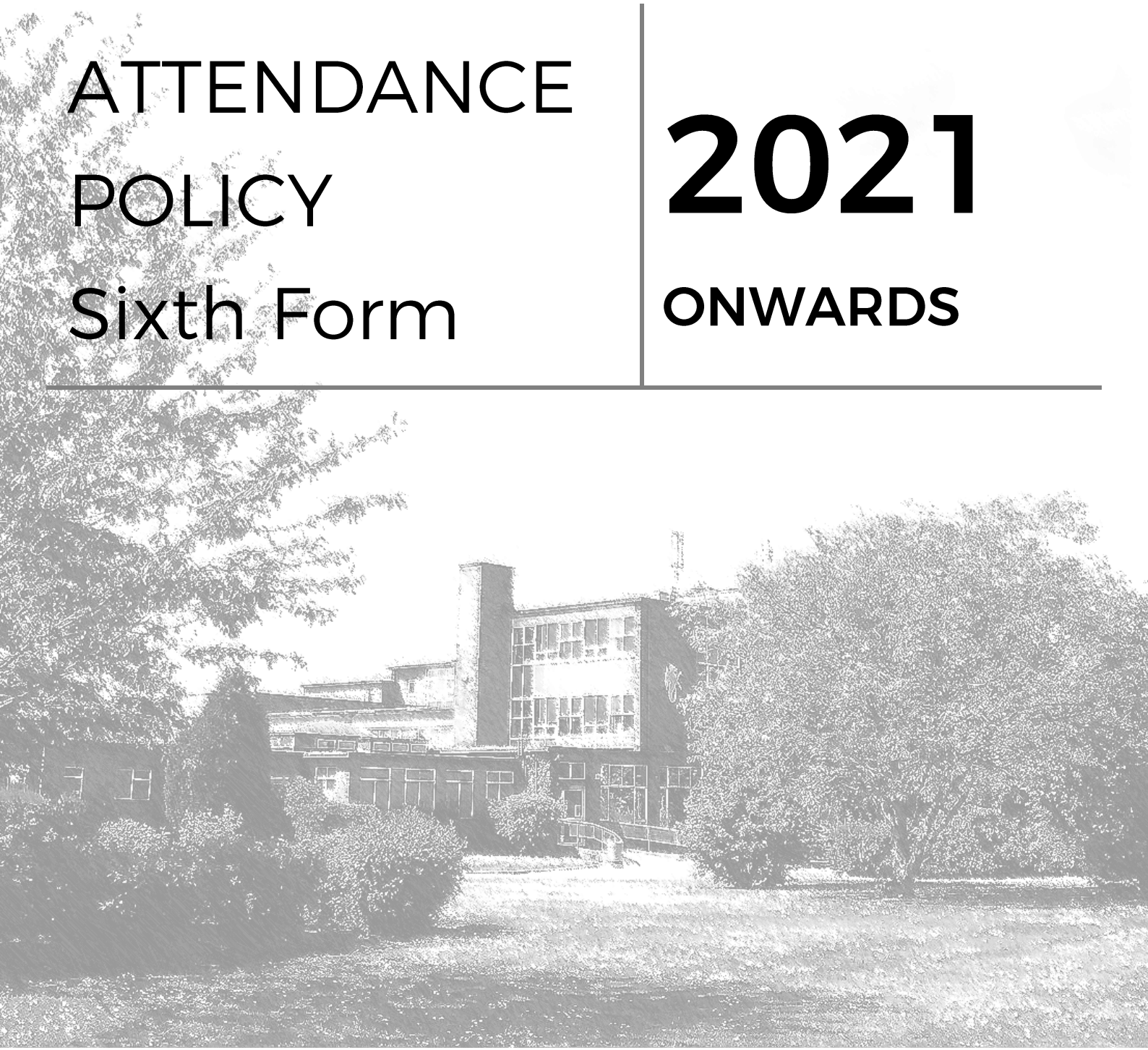




ATTENDANCE
POLICY
Sixth Form

2021
ONWARDS



AIMS

We seek to fulfil the needs of learners in a caring, happy environment, enabling them to realise their true potential as young people and citizens.

We aim to enable our learners to:-

PREPARE for adult life in a happy, caring and purposeful environment

ACHIEVE their full potential regardless of individual need

CCARE for everyone and encourage respect and tolerance

ENJOY education and rejoice in success



Attendance monitoring procedures at the Whitby High School

Rationale

Reducing absence and persistent absence is a vital and integral part of schools' work to:

- Promote student's welfare and safeguarding.
- Ensure **every** student, regardless of race, social class or disability has access to the full-time education to which they are entitled.
- Ensure that students succeed whilst at school.
- Ensure that students have access to the widest possible range of opportunities when they leave school.

Poor attendance at school vastly diminishes students' chances of fulfilling their potential and, in turn, their life chances.

Aims

- To highlight the importance of good attendance and punctuality and keep the issues at the forefront of day-to-day practice.
- Establish a consistent set of protocols are used across the Sixth Form.
- Work in partnership with parents/carers to promote good attendance.
- Establish a staged system which supports parents/carers and challenges those whose attendance causes concern.
- Use data effectively to identify groups of students with attendance issues and put strategies into place to support them (vulnerable groups such as those on free school meals).

Rights and Responsibilities

Improving attendance at The Whitby High School is the responsibility of everyone in the School community – students, parents and all staff.

Students - All students are expected to attend school and all of their lessons regularly and punctually. Students who do experience attendance difficulties will be offered prompt and sympathetic support.

Parents/carers – Under 'The Education Act 1996', parents/carers are responsible for ensuring that their child attends school regularly and in a punctual manner. In addition, the School expects that students are properly dressed and equipped and in a fit condition to learn. Parents/carers will be informed promptly of any concerns, which may arise over a student's attendance. Parents/carers should avoid, if at all possible, making medical/dental appointments for their child during School hours. Students whose attendance is a cause for concern will be placed on the School's 'Attendance Management' (see Appendix 1 at the rear of this policy).

School - Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of **all** School staff (not just teaching and pastoral staff). The School will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absences, liaising closely with parents/carers. Staff will respond to all absences firmly and consistently.

We expect our students to have an attendance rate above 97%
We make no apology for raising the issue of attendance with parents/carers

How do the attendance procedures work at The Whitby High School?

- Please see 'Appendix 1' for a brief summary of the School's procedures.
- The School's policy is underpinned by Section 444 of the Education Act 1996, which states that it is the responsibility of the parent to ensure that their child attends school regularly.
- The system is based on efficiency, whereby concerns are progressed through the procedures in an expedient manner. Support will be offered to those who require it.
- There is a major 'Attendance Data Drop' every **two** weeks and cases are acted upon swiftly. The Sixth Form team monitor and track data and actions with regard to attendance.
- Medical evidence is required for one-off absences of 5 days or more.
- Parents/carers may be invited into school via a letter for an Attendance meeting to discuss absences.
- The issue of attendance will be highlighted around the School and in key messages to students and parents/carers.
- It is recognised that some children struggle to attend school because of underlying emotional needs and the School follows the EBSN (Emotionally Based School Non-Attendance) guidance.
- **Disadvantaged groups of students will be monitored closely.**

Broken Weeks

The School analyses 'broken weeks' data. This measures how many times a student has at least one day off per week. It is possible for some students to have a high attendance percentage, but to have a significant number of broken weeks.

Staff responsibilities

All staff are responsible for keeping accurate registers and alerting the Sixth Form team where a student appears to be missing. Staff will alert the Sixth Form team if they are supervising a child outside the normal class.

Head of Sixth Form is accountable for overall student attendance rates in Year 12 and 13. They will lead their Assistant Progress Manager (APMs) and tutors to ensure that systems are being followed and issues are identified and acted upon expediently. Head of Sixth Form is accountable to the Deputy Headteacher and will work the students, families and other professionals, in order to address attendance issues.

Form tutors will monitor attendance and punctuality on a daily basis. The key focus is for those students on an attendance rate of between 90% and 97%.

Punctuality

Good punctuality to school is also vital in a student's education. This sets the tone for the day and prepares students for the world of work, where poor punctuality is not tolerated by employers.

Under The Education Act 1996, it is the parents'/carers' responsibility to ensure their child is punctual to school. Persistent lateness to school is unacceptable and will be dealt with in accordance with School policy (outlined below).

Students are expected to be in school by 8.25 am and in form by 8.30 am. If students arrive in School after 8.30, they are late and will be marked accordingly on the register.

Remember, every minute counts. If a child is ten minutes late every day, this equates to nearly seven days of absence from lessons over a school year.

Students coming to School after registration closes, without valid reason, will be given a 'U' mark. This affects a student's attendance, as a 'U' mark is classed as an unauthorised absence for that session (half of the day). Ten 'U' marks within a term will, in all probability, lead to a Fixed Penalty Notice being issued.

Reporting absence

Parents/carers are expected to contact the School daily to report absence. On the child's return to school, a note should be given to their form tutor explaining why they were absent. **It is vital that absences are reported, as unreported absences are classified as unauthorised.**

Text alerts for absent students

The School operates a texting service to inform parents/carers if their child has no mark on the register in the morning. Texts are usually sent at 9.30 am. As previously stated, good communication will prevent this from happening.

Medical appointments

Parents/carers should inform the School if their child has a medical appointment. This will prevent a text being sent home on the day of the appointment. It is vital that students sign into School following appointments. If a child arrives before 10.30, having provided proof of a medical appointment, they will be marked late rather than absent on the School attendance register. Please endeavour to make such appointments outside of school hours.

Young carers

We realise that being a young carer is an immensely challenging situation. This is taken into consideration when dealing with attendance and punctuality issues. Support will be offered by the School whenever possible. Indeed, the School will make every effort to ensure the root cause of any lateness is made apparent and appropriate support is sourced.

Students missing from class/leaving the School site

This is the responsibility of all staff. Teaching staff must alert the Sixth Form team immediately if a student is absent from class but has been in earlier in the day. The same procedure applies if students are witnessed leaving the School site without permission.

Leave of absence from school (namely holidays)

Please complete the 'Leave of Absence' form for requests for known absences. This has been sent to all parents. It can be accessed by using this link: <http://www.whitbyhigh.org/page36.html> The School does not encourage any leave of absence to be taken during term time. We recognise that holidays can be much cheaper during term time and that work commitments can make taking holidays during School breaks difficult, but doing this can be disruptive both to student's learning and the School.

Appendix 1 - FLOWCHART OF ATTENDANCE MANAGEMENT AT TWHS

STAGE 1

- Data to be analysed on a 2-3 week basis (at least twice a half term)
- Data to focus on:

97% and below

**Welfare check in with form tutor to check there are no urgent issues that need support.
Relevant support to be offered where appropriate.**



STAGE 2

Where no improvement is evident, an attendance interview with the Sixth Form Leadership team will then take place with the student. Actions will be agreed and parents/carers will then receive details of the Stage 2 attendance concern along with the agreed actions and review date.

STAGE 3

This means your son/daughter's attendance is becoming a concern – it is persistently below 90% or shows no signs of improvement. A high number of broken weeks also triggers Stage 2 intervention. You will be informed by letter that your son/daughter is at Stage 2 and will be invited in to meet with the one of the Sixth Form team. Support will be offered.

STAGE 4

It is clear that all of the strategies outlined above have failed to improve the attendance of your son/daughter and there is no 'reasonable excuse' for absences. At this stage, you will be notified in writing that your son/daughter is not meeting the expectations of The Whitby Sixth Form and they are at risk of removal from the Sixth Form.

Appendix 2 - The role of specific staff in Attendance Monitoring

Form tutors	Head of Sixth Form
<ul style="list-style-type: none">• Keep attendance at the forefront of priorities• Ensure students are aware of data• Monitor the '90-95%' cohort closely• Regular conversations with students to promote the importance of attendance• Monitor punctuality	<ul style="list-style-type: none">• Lead the drive to improve attendance within Year 12 and 13• Lead the form tutors and ensure cases are acted on• Ensure the issue of attendance is given a high profile at all times• Follow the 'Staged System' and ensure appropriate action is taken• Maintain accurate records and report to SLT and the Headteacher as required• Contact home regarding students who are persistently late to school.

Appendix 3 - What does my attendance rate mean?

There are **190** school days in a year. The following chart shows how percentages equate to actual days of absence:

95%	9.5 days off
92%	15 days
90%	19 days
88%	23 days
85%	28.5 days
80%	38 days