

The Canterbury Academy Trust  
Schools for all the Talents



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*In partnership with Simon Langton  Grammar School for Boys to provide a grammar school band for boys and girls in a comprehensive school for all the talents*

# The Canterbury Academy Sixth Form Attendance Policy

## Purpose

This policy aims to ensure that all students attending Sixth Form are aware of the expectations and requirements for attendance. The policy sets out the minimum attendance requirements and procedures for recording and monitoring attendance. The policy also outlines the procedures, including the Attendance Levels procedure used in the Sixth Form, which outlines the rewards that can be obtained for maintaining good attendance, as well as the consequences of poor attendance.

## Attendance Requirements

We take attendance very seriously at our Sixth Form as regular attendance is critical to your success. We understand that students may occasionally need to be absent for valid reasons, but we expect students to make every effort to attend all scheduled lessons. We are committed to supporting our students to achieve their academic and personal goals, and we believe that regular attendance is a key factor in achieving this. We encourage parents/carers to work with us to support their child's attendance and to contact us if they have any concerns.

Punctuality and attendance to lessons can have a severe impact on students' achievements and destinations. When students gain careers in the future, attendance is one of the key requirements. Any employer would address poor attendance and similarly so will we.

We encourage all students to maintain 100% attendance, however, we appreciate that there may be certain circumstances that prevent this. As a Sixth Form, we endeavour to support our families and students by working closely with them to remove any potential barriers for good attendance no matter how diverse their individual needs are.

As such, students are expected to maintain at least 96% attendance for the best chance of achieving their target grade. Evidence suggests, ***'missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances (gov.uk)'***. Therefore, students who fall below this requirement will be closely monitored and may be subject to disciplinary action.

All students are expected to attend all scheduled lessons, including maths and English retakes (if applicable), IS (Independent Study) time, SS (Supported Study) time (if applicable), core lessons and academies unless they have a valid reason for absence. Valid reasons for absence include illness, medical appointments that cannot be moved outside of lesson time, authorised educational visits, approved work experience, family bereavement, and some exceptional circumstances.

Students are expected to arrive on time for all scheduled lessons. Students who consistently arrive late may be issued with a detention to make up the time they missed, which will be completed with a senior member of the Sixth Form staff (between 4-6pm) if they do not have a valid reason for their lack of punctuality.

Students who are absent from school due to illness for more than 5 consecutive days are required to provide medical evidence to the Sixth Form Attendance Team on their return to school. Failure to provide medical evidence may result in the absence being recorded as unauthorised.

## Attendance Levels

Students are allocated an attendance level on a termly basis, according to their attendance percentage for that term. Each level has possible actions which will be actioned by the Attendance Administrator/Assistant Head of Sixth Form, see appendix.

## **Consequences of Attendance Falling Below our Minimum Expectation of 96%**

Students with poor attendance may be subjected to the following:

- Loss of privileges, including bursary payments
- A meeting with a member of the Sixth Form Senior Leadership Team
- Return to school meetings
  - The purpose of the meeting is to identify the reasons for poor attendance and to discuss strategies for improvement. Parents/carers may be invited to attend a meeting. Students will not be permitted to attend their timetabled lesson until the meeting has taken place.
- Being placed on an attendance contract
  - The attendance contract will include SMART targets. Failure to meet these targets will lead to further disciplinary action.
- Home visit
  - If contact has not been made by the parents/carers, a home visit may occur.
- Parents/carers being charged for examinations.
- Removal from a course/subject/academy
  - If a student fails to attend lessons, a meeting may take place to discuss classwork, effort and attitudes. If poor attendance continues, students will be removed from the course/subject/academy.
- Removal from roll

## **Recording and Monitoring Attendance**

Attendance records will be kept for all students by the Sixth Form Attendance Team. The team will review attendance records on a daily, weekly and termly basis and will follow up with students who have missed lessons without a valid reason. Parents/carers will also be informed daily via email of any unauthorised absences. The Attendance Administrator will complete the following ongoing tasks:

- Monitoring overall attendance and lesson attendance for the Sixth Form. Therefore, patterns will be identified when a student misses particular lessons. Sixth Form staff will work with subject teachers and DoTLs/ Heads of Key Stage/ Heads of Subject supporting them with bespoke interventions to ensure high levels of attendance.
- Keep a log of all authorised absences and mark the registers as appropriate. For an absence to be authorised, the student must inform a member of the Sixth Form Team, before the event, providing documentation as appropriate. A member of the Sixth Form Attendance Team will agree doctors and medical appointments with sufficient medical notes. The Head of Sixth Form will need to agree any longer absences such as holidays, in advance and sent in writing.
- Use electronic methods of communication to the parents of students who are absent from school with no known reason for their absence.
- Discuss students of concern during a weekly meeting to decide upon interventions to support students with any attendance concerns.
- Run several reports to inform same-day communication with parents designed to support students to attend all their timetabled lessons.

## **Daily/Weekly/Termly Attendance & Punctuality Actions**

These include, but are not limited to:

- 2 late marks in 1 week – email home
- Students missing at least 1 lesson – email to parent/carer
- Students who have emailed/called in sick – self-certification email to parent/carer
- 5 consecutive days with at least 1 absence per day – phone call home
- 1 week of absence (Monday to Friday) – attendance concern letter
- 10 consecutive school days of missing all lessons – home visit and safeguarding form completed
- Absence for 3 weeks – off-roll letter (a deadline will be set to reply, to avoid being removed from roll, usually between 1-2 weeks)

## **Reporting Attendance**

Students and parents/carers should in the first instance report anything attendance related to us via our attendance email address [sixthformattendance@canterbury.kent.sch.uk](mailto:sixthformattendance@canterbury.kent.sch.uk)

Alternatively, if students or parents/carers prefer to report anything attendance related, this can be done by calling 01227 463971 and selecting the Sixth Form option (option 3).

We expect parents to contact us regarding the following:

- If the child is going to be absent, including the reason
- To provide medical evidence for the absence
- To contact the Attendance Administrator
- For any other attendance queries

## **Procedures for cancelled lessons**

Sixth Form lessons will not be covered by staff should a lesson need to be cancelled due to staff absence. In this instance the teacher will post work on SMHW or Teams for the students to access. It is then their responsibility to complete the set work as instructed. Students will be able to access the supervised study room in order to work quietly.

## **Closing Statement**

The attendance policy for our Sixth Form is designed to promote academic success, foster a sense of responsibility, and prepare students for future endeavours. By emphasising regular attendance, we aim to create an environment that maximises learning opportunities and personal growth for each student.

Our policy recognises the importance of attendance as a key factor in achieving educational goals. Regular attendance ensures that students are actively engaged in the learning process, benefitting from classroom interactions, discussions and collaborative activities. It also enables teachers to provide timely feedback, address individual needs, and tailor their instruction accordingly.

Moreover, consistent attendance instils a sense of responsibility and discipline in students, qualities that are highly valued in higher education institutions and the professional world. By attending school regularly, students learn to manage their time effectively, prioritise their commitments, and develop the habits necessary for success in their future endeavours.

We understand that extenuating circumstances may arise, which is why we have established a clear procedure for reporting absences and seeking necessary permissions. We encourage open communication between

students, parents/carers, and the school administration to address any concerns or challenges that may impact attendance.

Ultimately, our attendance policy is designed to support students in reaching their full potential academically, socially, and personally. We believe that by attending school consistently, students will benefit from a well-rounded education and be better prepared for the challenges and opportunities that lie ahead. Together, let us strive for excellence.

***We reserve the right to change and update this policy throughout the academic year.***

**Appendix**

<b>Level</b>	<b>%</b>	<b>Possible Outcomes</b>
<b>1</b>	<b>98 – 100</b>	<ul style="list-style-type: none"> <li>• UCafé vouchers</li> <li>• Congratulations letter to parents</li> <li>• Reward trip tokens</li> </ul>
<b>2</b>	<b>96 – 97</b>	<ul style="list-style-type: none"> <li>• Congratulations email to parents</li> </ul>
<b>3</b>	<b>88 – 95</b>	<ul style="list-style-type: none"> <li>• Notification email to parents</li> </ul>
<b>4</b>	<b>80 – 87</b>	<ul style="list-style-type: none"> <li>• Concern email to parents</li> </ul>
<b>5</b>	<b>70 – 79</b>	<ul style="list-style-type: none"> <li>• Phone call to parents</li> <li>• Concern letter to parents</li> <li>• Attendance contract</li> <li>• Parental meeting</li> <li>• Home visit</li> </ul>
<b>6</b>	<b>&lt;70</b>	<ul style="list-style-type: none"> <li>• Phone call to parents</li> <li>• Concern letter to parents</li> <li>• Attendance contract</li> <li>• Parental meeting</li> <li>• Removal from subject</li> <li>• Home visit</li> <li>• Removal from roll</li> </ul>