

SIXTH FORM  
ATTENDANCE & PUNCTUALITY  
POLICY

Excellent attendance and punctuality are crucial for achieving high grades in Sixth Form and ensuring students are able to access higher education, degree apprenticeships and high-quality employment. Excellent attendance also teaches our young people the discipline and time-keeping that will be expected in future employment.

**Agreed Minimum Expectations for attendance and punctuality:**

**Attendance:** 95% over academic year covering:

All lesson sessions

All “Spangle”/ Enrichment sessions

All directed sessions – including tutor time/Study+

All assemblies – am/ consortium/ other

If absent phone all schools due to be attending that day by 9am (phone number is in the planner).

**Punctuality:** On time to tutor time

On time to lessons & other sessions

On time to meet a taxi

If late sign in at Castle Green with Mrs Rooke (arriving before 9.10 a.m.) or get a mark from the Sixth Form admin office with Mrs Rooke (after 9.10 a.m.)

## Procedures- Attendance

Attendance	Follow up
100% Attendance	Maximising chances to make more than significant progress.
95.5% - 98% Attendance	Good chance for success and making expected progress.
92% – 95.4% Attendance	Attendance printout sent to parents by MCAS (ROO). Form Tutor 1:1 meeting with student as identified by Deputy Director of Sixth Form. Form Tutor phone call home.
90% - 91% Attendance	Below 92% Attendance letter sent to parents. Targeted group assemblies. Progression Facilitator phone call home. Attendance report card- 2 weeks (report to Progression Facilitator).
85% - 90% Attendance	Deputy Director of Sixth Form face-to-face meeting/phone parent. Monitored closely by Attendance team and Deputy Director of Sixth Form. Attendance report card- 2 weeks (report to Deputy Director of Sixth Form).
Below 85%	Director of Sixth Form meeting with parent and DDo6

Sixth Form leadership team will consider individual cases and therefore procedures may be modified.

## **Procedures- Punctuality (half-term)**

<b>Punctuality</b>	<b>Follow up</b>
No lates	Student reward at the end of the academic year.
Late 1	20 minute detention in SF1. Failure to attend = repeat detention
Late 2	1 hour detention in SF1 and tutor to phone home. 2 2 lates in a two week period = tutor punctuality report
Late 3	Deputy Director of Sixth Form meeting/phone call with parents Deputy Director of Sixth Form if student has failed tutor report
Late 5	Director of Sixth Form parent meeting
Note:	Late marks are at the discretion of the Sixth Form team and individual circumstances

## **RESPONSIBILITIES-PUNCTUALITY**

### **Students**

To be on time to all tutor sessions, lessons, SPANGLE sessions and exams.  
To inform the Deputy Director of Sixth Form attached to their year group or the Sixth Form admin office that they may be late and the reason for the lateness. To adhere to JRCS Sixth Form punctuality policies and procedures.

### **Parents**

To encourage your son/daughter to maintain healthy routines, such as a regular and sensible time for bed, preparing his/her school bag and clothes the night before school and to use an alarm clock. To support the school in implementing punctuality policies and procedures.

### **Admin manager:**

To be stationed in Castle Green each morning 8.35-9.10a.m. When students arrive late, sign their name and reason in the late book and put a late sticker in the student's planner. Inform each student that they must attend a late detention the same day at 11.00 a.m. in SF1.

To email the late list to the Sixth Form team and tutors each day.

To print attendance/punctuality reports as per schedule.

### **TUTORS:**

Use the late list that is distributed to have 1:1 focused conversations with students

Phone home if a student has two lates in a half-term (identified by DDo6)

To put a student on a fortnightly punctuality report if they have 2 lates in a 2 week period

### **Sixth Form Team:**

To run the late detention each day at break-time, sign the sticker that has been inserted into the student planner re the late, update the late list with attendance and number of lates and email to tutors. If a student fails to attend the late detention the DDo6 attached to that year group meets with student and issues a further detention. Continued failure to attend the detention will result in a parent meeting with DDo6.

**Deputy Director of Sixth Form**

To meet/phone parents if there are 3 lates in a half-term

If a student fails the tutor punctuality report, escalates to a DDo6 punctuality report for 2 weeks

**Director of Sixth Form**

To meet with parents if there are 5 lates in a half-term

## **DATA COLLECTION PROCEDURES:**

Attendance/ Punctuality Report run

1 <sup>st</sup> ½ term – Oct half-term	1 report in the half- term
2 <sup>nd</sup> ½ term – to Xmas	1 report in the half- term
3 <sup>rd</sup> – 6 <sup>th</sup> ½ term term)	1 report (week before end of

Those identified at attendance or punctuality concern will have reports run as necessary.