Sixth Form Attendance and Punctuality Policy

September 2026

THE JO RICHARDSON
SUCCESS FOR ALL
COMMUNITY SCHOOL
ACHIEVE

Date of previous review	January 2026
Review frequency	Annually in September
Date of next review	September 2027

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 9.00am (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 Ms Ahmed (arriving before 9.00am) or get a mark from the Sixth Form admin office with Miss Quinn (after 9.00am).

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 (QUI1). 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)

Punctuality	Follow up
No lates	Student reward at the end of the academic year
Late 1	20 minute detention in SF1. Failure to attend or late to detention (after 11.05am) = 1 hour Friday after school detention
Late 2	1 hour detention in SF1 and tutor to phone home. 2 lates in a half-term = tutor punctuality report for 2 weeks No further lates= Pass tutor report and no further report issued
	1 late during tutor report= Escalation to DDo6 HOY report for 2 weeks No further lates= Pass DDo6 HOY report and no further report issued 2 lates after successful completion of tutor report- return to tutor report
	1 late during DDo6 HOY report= Escalation to Do6 report for 2 weeks No further lates= Pass Do6 HOY report and no further report issued 2 lates after successful completion of DDo6 HOY report- return to DDo6 HOY report 2 lates after successful completion of Do6 report- return to Do6 report
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.

Sixth Form Progression Facilitator

To be stationed in Castle Green each morning 8.35-9.00am. 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 11.00am in SF1.

Sixth Form Administrator

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 two lates in a half-term.

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 and update the late list with attendance. If a student fails to attend the late detention (or arrives after 11.05am) the DDo6 attached to that year group meets with student and issues a further detention for a one hour Friday after school detention. Continued failure to attend the detention will result in a parent meeting with DDo6.

Deputy Director of Sixth Form

If a student fails the tutor punctuality report, escalates to a DDo6 HOY punctuality report for two weeks.

Director of Sixth Form

If a student fails the DDo6 HOY punctuality report, escalates to a DO6 punctuality report for two weeks.

DATA COLLECTION PROCEDURES

Attendance/ Punctuality Report run

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

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