



De Lisle College
A Catholic Voluntary Academy

SIXTH FORM ATTENDANCE POLICY

**Approved by the Governing Body at
De Lisle College: A Catholic Voluntary Academy:
2 February 2023**

Mission Statement

- De Lisle College: A Catholic Voluntary Academy will foster the spiritual, academic and social development of our students and all who work in the College so that all may achieve their potential
- Create a centre of excellence and innovation in Science Education within Leicestershire.
- Offer to our local community, primary schools, Colleges and industry a focus of support for scientific development and opportunity.
- Develop through our focus on Science and Mathematics an enthusiasm for and interest in all knowledge and learning which will continue with our students throughout their lives.

Rationale

The attendance policy has been drawn up to clarify expectations of students in post-16 education at De Lisle. Students can formally leave school on the last Friday in June if they will be 16 years old by the end of the summer holidays, but they must then do one of the following until they are 18 years old:

- stay in full-time education, e.g. at a college
- start an apprenticeship or traineeship
- work or volunteer (for 20 hours or more a week) while in part-time education or training

In 2012, the Department for Education (DfE) published a report on 'Improving attendance at school', with the report stating:

'There is a clear link between poor attendance at school and lower academic achievement'

The research highlighted that a minimum level of attendance of 90% is required in order to make adequate progress, as "poor attendance and punctuality has a serious detrimental effect on outcomes". Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject, increasing to two grades when attendance falls below 90%.

As a school that consistently strives for academic excellence, De Lisle College expects all Sixth Form students to achieve an attendance rate of 96% or above in order to maximise their potential and make excellent progress in their academic studies

One of our strategic objectives is to reduce to zero the number of students whose attendance at college drops below 90%. An annual target for attendance will be established annually by the Head teacher. This is currently set at an aspirational level of 96%. The annual target will be published with other bench marking data to students, staff, parents and Governors on an annual basis.

Expectations

As part of their programme of study the following expectations must be fulfilled in terms of attendance and punctuality:

- It is a national expectation that all post-16 students maintain a cumulative rate of attendance at 90% or above. The minimum level of attendance is 90% however in order to make excellent progress we expect the majority of students to achieve an attendance rate of 96% or above.
- Students are expected to attend all their lessons fully and on time during the school day from 8.50am to 3.30pm.
- The first bell sounds at 8.45am at which point all students move to their first timetabled event, so Sixth Form students should be on site from this time.
- Students are expected to be present in college to attend all timetabled events, including lessons Religion, Philosophy and Ethics (RPE), Personal Development and Act of Worship. Certain students are afforded the privilege of a home study leave. These students may leave at 1pm if they do not have a lesson period 5 or at 2.40pm on designated days. Students must inform the Sixth Form Team in writing of the days that they intend to use their home study leave. Students may leave at 3.05pm on Friday (the day of their Act of Worship).
- Prefects may be entitled to Prefect Privilege which affords them the opportunity to leave site when they do not have a timetabled event after permission has been received in writing.
- Students are expected to register promptly in the Sixth Form Study Centre at the start of period 1 and 5 when they do not have a lesson, to ensure morning and afternoon registration can be taken.
- All Sixth Form students are expected to attend Act of Worship on their designated day and any other assembly called by the Headteacher, SLT or other member of staff.
- Students are expected to use their study periods to work independently either in the Sixth Form Study Centre or the library (if not in use for lessons). The De Lisle Diner should be used during lessons for short 'Time out' sessions (maximum 20 minutes) and is not to be used to study.

Responsibilities

The responsibility for achieving a high standard of punctuality and attendance rests with everyone – staff, students and parents as follows;

- Subject teachers must complete an electronic register for each lesson through Arbor
- This will record post-16 attendance and punctuality in lessons, enrichment and Prep time. Subject teachers and Tutors play a vital role in alerting the Sixth Form Team to any unexplained absences or tardiness.
- The College operates computerised registration using Arbor which enables lesson registers to be stored and analysed and sophisticated reports at individual,

- student, group, year or whole college level to be quickly generated. The Sixth Form Team monitor closely punctuality and attendance and routinely follow up on lateness and unexplained absence.
- Students themselves must ultimately accept a high degree of responsibility for their punctuality and attendance. Students must arrive punctually to all timetabled events.
- Parents / Carers have a joint responsibility to ensure that their sons/daughters meet the statutory requirement to attend the College as required and on time.

‘Thumb Register’

It is imperative for Health & Safety that the College are aware of who is in school at the beginning of, and after, lunch.

Students are therefore expected to use thumb print registers when leaving site at lunch, and again on their return to College.

Student Absence

- Parents/carers should inform the College by phone on the first day of absence ill, ideally before 8.50am.
- If an absence is planned for a known reason in advance then the student or parent/carer should inform the form tutor beforehand, ideally in writing.

Staff Absence

- In case of staff absence, work will be emailed to students.
- Students should register in the Study Centre.

Fire Regulation

The accuracy of registers is essential for emergency evacuation purposes. Students must sign out if they leave the premises at any time during the college day.

Holidays and Other Absence

- Students should not take holidays in term time and these will not be authorised.
- Students can take up to 5 days absence to attend Open Days at universities but are encouraged to visit at weekends wherever possible. Tutors should be informed in advance of these absences.
- Students may be absent for unavoidable appointments such as specialist medical appointments, job interviews (not part time jobs) and driving tests and should inform their tutor in advance.
- Students should not make routine doctors, dental or other appointments during the school day. This includes driving lessons.
- Under no circumstances should students undertake paid part time work during the school day and are advised to limit part time work to 8 hours per week if it is not to impact on study.
- Students may undertake work experience or work placements or complete voluntary activity in support of university or work applications within the

school day during study periods with the agreement of the Head of Sixth Form.

Break and Lunchtime

- Students are not allowed off site at morning break or during study periods but may leave site at lunchtime provided this does not result in lateness for afternoon lessons. This privilege may be removed in such circumstances.

Protocols

- If the College has not been notified of the absence of a student, once the morning register has closed, the Attendance Officer will text out to parents/guardians for reason of absence. Priority is given to students with a poor attendance record or for whom there are current on-going concerns.
- Not every absence will be followed up with a first day call.
- If a student is not present in a timetabled lesson or has failed to sign for work if a member of staff is absent parents will be informed of their son/daughters absence.
- Absence for holidays will be marked as unauthorised in all circumstances.
- Absence for appropriate agreed reasons as outlined above will be coded accordingly and taken into account in calculating overall attendance.

Monitoring

The monitoring of student attendance patterns and of attendance procedures includes the following actions:

- Attendance figures are regularly downloaded from the college attendance systems for scrutiny and analysis of patterns and trends.
- Setting of an annual attendance target (and monitoring of figures for persistent absence) in discussion with the Head of Sixth Form.
- Analysis of annual attendance figures against annual targets and patterns in previous years.
- Review of this policy on a two-yearly cycle or more frequently if required by changing legislation or changing needs.
- Attendance and punctuality are monitored in the first instance by the Pastoral Assistant (Attendance) who will liaise with the Head of Sixth Form and the School Attendance Officer in following up attendance and punctuality issues revealed through monitoring and support the follow up procedures outlined below.

Consequence of poor punctuality and attendance

The following protocol will be followed if a student's attendance falls below 96%;

- The student will receive a Stage 1 Attendance Interview with Assistant Director of Sixth Form. The student will be placed on Attendance Report (monitored on Arbor) for a minimum of 10 working days.
- If attendance does not improve, a Stage 2 Attendance Meeting will be held with the Director of Sixth Form, the student and a parent/carer invited.

Agreed targets will be set and the student placed on Attendance Report (monitored on Arbor) for a minimum of 20 working days and given a final warning to improve.

- If a student's attendance did not improve, a final Stage 3 Attendance Meeting will be arranged. During this meeting with the Director of Sixth Form a final written warning will be issued.
- At the final Stage 3 Attendance Meeting the student may be asked to leave the college. Alternatively, they may be advised that due to the failure to meet the college attendance requirements, the college will not support a student's entry for exams, at which point they will be advised to consider their future and offered support from the college careers service.

Punctuality

- If punctuality is poor the student will have an **initial verbal warning** from their form tutor and this will be recorded on Arbor.
- If there is no immediate improvement (within one week) the tutor/pastoral assistant (attendance) will issue a **formal written warning** to parents/carers with a copy on Arbor.
- If there is no improvement within the subsequent week a formal **meeting** will be called between the Director or Assistant Director of Sixth Form, the student and their parent/carer.
- If there is still no improvement a **final written warning** will be issued and the student may be asked to leave the College.

Summary

It is intended that this policy makes clear the College's expectations of post 16 students at De Lisle and the consequences of poor attendance and punctuality. We (students, parents/carers and staff) want the same success for all our A level students to allow them to move on to the next stage in their lives on leaving De Lisle. It is not our intention to exclude students from the College without having explored all possible means for them to succeed. It is hoped that the implementation of a clear transparent policy will avoid the ultimate consequence having to be invoked. We will continue to work positively with the students and continue to enjoy the support of parents/carers in achieving the best outcomes for the students.