

# Attendance and Lateness

Salisbury 6th Form College

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<b>Date of last review</b>	September 2025
<b>Date of next review</b>	September 2026
<b>Review period</b>	Annual
<b>Owner</b>	Assistant Head of College / Attendance Officer

## History of changes

Date	Page	Change	Origin
27/09/23	Appendixes	Added new flow diagrams	RC
17/12/24	Through out	Attendance Administrator changed to Attendance Officer	RC
17/12/24	Appendix A	Attendance Chart updated	RC
17/12/24	Appendix C	Academic and Behaviour Flowchart added	RC
17/12/24	Page 8	Changed language: Performance Review 2	CC

## Introduction

Attendance refers to the scheduled time spent on college programmes and this can be categorised as lessons, independent study, study skills, clubs and societies, work placement and tutorials as specified in the S6C handbook, the student's learning agreement or individual timetable and learning plan.

Regular and consistent attendance at college is expected and is critical to any student's success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the student's programme of study and the college will attempt as far as possible to ensure learners remain fully engaged and succeed in their programme. Therefore all attendance will be monitored throughout the study programme.

Each case of absenteeism is different and will be treated individually. The college accepts that there are many causes of absenteeism and will work closely with learners on an individual basis to best address the needs and wants of each learner.

The college has set a minimum standard of 95% attendance through the academic year. The college expects students to be present for all activities and recognises that periodically a young person may be unwell and not able to attend college.

Students cannot learn if they are not in college.

## Aims

- To ensure that all students are in college for all of their timetabled lessons, study sessions, assembly meetings, Life Skills lessons, tutorial 1:1s and clubs and societies
- To ensure students understand the importance of attendance and the implications of poor attendance and punctuality on university, college and future career prospects
- To ensure that S6C has an accurate record of who is on site, and their approximate location at any one time
- To allow students to take responsibility for their time, but within a learning environment which does not tolerate abuse of the policy
- Faculty Leaders and the Attendance Officer will monitor attendance through fortnightly reports which teachers will check and apply appropriate interventions
- Students and parents will be kept aware of current attendance figures
- Students will be provided with support strategies to catch up on missed work

## Absence

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received, or should the explanation be deemed unsatisfactory, that absence will be recorded as unauthorised.

## Permitted absence

Absence will only be authorised in the following circumstances:

- Hospital or orthodontist appointments which cannot be arranged outside college hours, backed by evidence of an appointment card or letter from the health provider to the Admin Office
- A family bereavement
- Attendance at a family funeral: an email or phone call is required from a parent or carer
- Religious festivals notified in advance (7 days) by email or phone call from a parent or carer
- Severe disruption to the transport network (notified by the transport network, not the student)
- Visit to a university to attend an open day or interview; a career-related interview or audition: production of a letter is required before to be handed in at reception
- Student representatives' meetings
- Driving test and theory test: evidence required (driving lessons are not a permitted absence)
- Illness that is supported by evidence and reported on each day of the absence
- Responsibilities for caring for a close family member which has been agreed with the Pastoral Lead in advance
- Any other instance deemed appropriate by the Head of College

## Unauthorised absence

The following are not authorised absences:

- Holidays during term time
- Routine Doctor's or Dentist's appointments
- Part or full-time work (with the exception of work experience pre-arranged with the college)
- Leisure activities
- Birthdays or similar celebrations
- Religious festivals not notified at least 7 days in advance
- Babysitting younger siblings
- Accompanying family members to appointments
- Driving lessons
- Exclusion from lessons or the college site
- Any permitted absence where evidence is required but has not been provided

If an absence is known in advance, a phone call or email from a parent or carer must be provided by 08.30 on the first day of absence and each subsequent day of absence. The student must ensure that work is collected and completed within the deadline set by the teacher.

When a student is absent from college, a message will be sent home to parents to inform them and, in some cases, a phone call home will be made. Parents should contact the college on the first day of any absence to let the college know the reason.

Leave during term time is unauthorised. Parents should not book family holidays during term time. Only the Head of College can authorise such an absence and leave will only be granted in exceptional circumstances, such as the death of an immediate family member. In this situation, parents should write a letter to the Head of College explaining the circumstances well in advance of the intended time off.

## Guidance for Different Roles

### Guidance for students

- Students are in full-time study and should be working on college work between 08.45 and 16.00 every day. This can be on-site or at home when lessons or other college activities are not scheduled. Independent study is a privilege and can be removed as an intervention, requiring students to be on site between 08.45 and 16.00 every day
- All students should be on site at least 15 minutes before the start of the lesson and ready to learn 5 minutes before the lesson start time
- Development Days, tutor sessions, Life Skills events and visiting speakers are all a compulsory part of the programme of study
- Assemblies and meetings may be called from time to time and are compulsory
- Students should not arrange part-time jobs between 08.30 and 16.30 during the college week
- Where there are persistent concerns about attendance and progress, students may be asked to be in college from 08.45 to 16.00 every day
- Automatic entry to Year 13 is partly dependent on attendance of 95% or more
- A full-time student should work no more than 16 hours in part-time work. More than this is considered a risk to potential grades and can affect household benefits and Universal Credit

### Guidance for teachers

- Teachers must take registers within 15 minutes of a lesson starting. All data and monitoring relies on this happening. If staff are unable to fill in the register via the MIS system, they must take a paper register and upload the information at the earliest opportunity
- When a student is not in class, the teacher will send a chat message asking why they are not in, as soon as is appropriate
- Staff must give advance warning if taking students out on trips and visits and notify the office of those travelling so that registers can be updated in advance
- Teachers must contact parents if student work is suffering as a result of absence and notify their Faculty Lead
- Where attendance is a cause for concern, this should be raised in 1:1 meetings with your Faculty Lead or in faculty meetings
- Staff must not overwrite the attendance codes already input to the MIS system by the Attendance Officer

## Guidance for Faculty Leaders

- Where attendance is a serious cause for concern, students should be placed on a Performance Review 2 from the Academic and Behaviour Flowchart (Appendix C)
- Faculty Leaders or the Attendance Officer will inform the Assistant Head of College if staff are not following teacher standards regarding safeguarding and attendance processes

## Guidance for Senior Leadership Team

- Senior Leaders will liaise with Faculty Leaders during management 1:1s and discuss attendance concerns
- A Senior Leader will attend all Performance Review 2 meetings
- Senior Leaders will discuss termly attendance data and follow-up actions

## Guidance for the Attendance Officer

- A member of the office team will send a message to parents and carers of missing students outlining each lesson missed
- If a parent or carer authorises the absence, the office staff will update the register in the MIS system to reflect this and write a comment in the student profile
- The Attendance Officer will assist staff with up-to-date attendance data when requested
- The Attendance Officer will provide teaching staff with training on how to access attendance data via the MIS system
- The Attendance Officer will chase up missing registers at least twice a week and provide details to Faculty Leads at their weekly SCRUM meeting
- The Attendance Officer will attend the bi-weekly safeguarding meetings and will follow up attendance concerns

## Guidance for tutors

- Tutors will discuss attendance at 1:1s with students and arrange parent meetings where attendance is a concern. The Pastoral Lead can provide guidance and assistance if required (see Appendix B)
- Tutors will inform and escalate issues to the Faculty Leads

## Guidance for parents and carers

- Parents should be aware that research has shown that students who have just one day off can hamper their life chances (Department for Education)
- Parents are expected to contact the college on every day of absence in order to authorise their young person
- The college reserves the right to remove a student from the roll if they have not been present for 28 days without a valid reason
- Students who work 16 hours a week or more are considered full-time employees, not full-time students, and this may impact child benefit

- Students with attendance below 85% can be asked to attend a Performance/Attendance Review meeting and will be placed on an appropriate plan to increase attendance

## Dealing with Poor Attendance

Research shows that just one day missed from education can have an impact on student outcomes (Department for Education).

S6C uses an Attendance Chart (Appendix A) to illustrate how attendance affects grades. Anybody with attendance below 97% has a risk of underachievement, with this dropping to a severe risk below 85%:

Colour	Attendance	Weeks missed	Impact
Green	97% and above	1 week missed	Reach or expected grades
Yellow	95% to 97%	2 weeks missed	Expected grades may be achieved
Amber	85% to 95%	6 weeks missed	Risk of falling behind
Red	Below 85%	More than one term missed	On average performs well below potential

Students have the opportunity to see their attendance during tutor 1:1s. Parents can monitor attendance via the parent portal.

## Dealing with Poor Punctuality

Punctuality affects students' attainment in a different way to absence. Not only does it mean students miss the most important part of the lesson at the start, but it also disrupts everybody else's learning as teachers have to support catch-up to enable learning to continue.

It is very important that all students plan their journeys to allow for disruption and arrive on time to class. This may mean catching an earlier bus or train or waking earlier to ride to college.

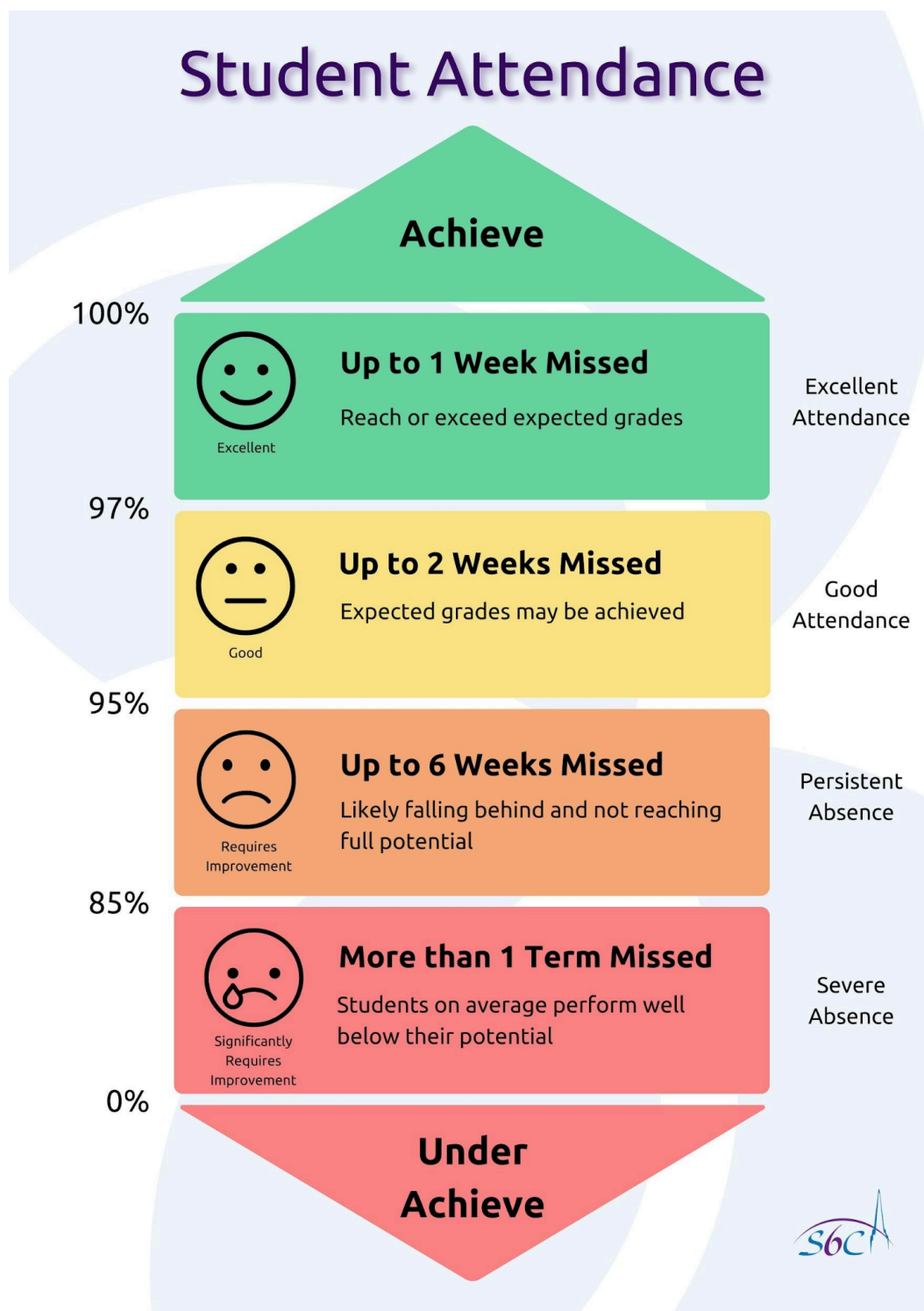
When a student is going to be late to college, they should contact their teacher via any electronic means, such as email or chat. When a student is late, this will be recorded by the teacher in the MIS system.

S6C looks for parental and guardian support in promoting good punctuality so that lessons are not affected for all. Where lateness is a persistent problem, the Academic and Behaviour Flowchart (Appendix C) will be used.

## References

Department for Education. "Just one day off can hamper children's life chances." GOV.UK, 24 March 2016. [www.gov.uk/government/news/just-one-day-off-can-hamper-childrens-life-chances](http://www.gov.uk/government/news/just-one-day-off-can-hamper-childrens-life-chances). Accessed 17 October 2022.

## Appendix A - Attendance Chart



## Appendix B - Attendance Support Strategies

# Attendance Responsibilities

### Class Teacher

**Subject teachers will take the register within 15 minutes of the start of the lesson**, send a chat message challenging absence, mark late arrivals, and flag persistent unknown absence/lateness (twice or more in a week) to the **Attendance Officer** on **Google Chat** for investigation after checking MIS notes.

### Tutor

**Tutors** will address student attendance concerns raised by **Subject Teachers**, or the **Attendance Officer**, during one to ones collaborating with them to conduct follow-up interventions, organise **Performance Review 1** meetings chaired by **Middle Leaders**, and update the MIS with actions and outcomes.

### Attendance Officer

Run regular attendance reports for staff and liaise with **Teachers, Tutors and Middle Leaders** reference students of concern.  
Hold meetings with students whose attendance is declining, call parents where necessary, offer support, set targets and forward to relevant **Middle Leader/Senior Leader** for further **Intervention** when appropriate

### Faculty Leads/Pastoral Lead

When attendance remains a concern despite interventions, **Middle Leaders** will chair **Performance Review 1** meetings and, if necessary, escalate to **Performance Review 2** meetings with an **SLT** member, ensuring all notes are recorded in the MIS.

### Senior Leadership Team

A member of the SLT must attend every **Performance Review 2** meeting to sign off on agreed actions and interventions.



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# Interventions

## Teacher Mentoring

If a student falls behind in a subject, the **Class Teacher** will collaborate with them to create a plan with clear, measurable targets for catching up, documented in the MIS; further escalation is unnecessary if the work is completed.

## Study Centre Support

For students needing further support, **Middle Leaders** will arrange with **Teachers** to create a **Student Support Plan** with mandatory daily attendance. **Support Mentors** will inform the **Attendance Officer** of any attendance issues and all students receiving this support.

## Performance Review

This intervention can be implemented at any stage and is suitable for addressing low attendance, underachievement, or any other concern. The meeting will be arranged by a **Tutor** and chaired by a **Middle Leader**, or arranged by a **Middle Leader** and chaired by an **SLT member** and will discuss concerns, agree on actions and ensure appropriate support.



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Support is the most important part of raising attendance. Subject Teachers, Tutors and Faculty Leads will decide on the best support for the individual concerned.

Staff can pick one or more of these strategies to enable a package to support the student concerned.

- Subject Teacher Monitoring
- Catch up work
- Refer to Mental Health Lead
- Refer to Pastoral Lead
- Attendance Plan
- Punctuality Plan
- SENDCo Referral
- Faculty Lead Curriculum Review
- Careers Interview
- Learning Mentor Referral
- Attendance Officer Meeting
- Attend 9 till 4 every day
- Teacher Mentor
- External Agency Referral
- Fitness to Study Meeting

# Appendix C - Behaviour Flowchart

