Salisbury 6th Form College
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SALISBURY SIXTH FORM COLLEGE

ATTENDANCE AND LATENESS

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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. We expect students to be present for ALL activities and recognise that periodically a young person may be unwell and not able to attend college.

Students can't 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 one to one's and clubs and societies
- To ensure students understand the importance of attendance and the implications of poor attendance and punctuality on university / college / 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 Administrator will monitor attendance. This will be done through the 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, then that absence will be recorded as unauthorised. Absence will only be authorised in certain circumstances. See below:

Permitted Absence

- 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/phone call is required from a parent/carer
- Religious festivals notified in advance (7 days) by email/ phone call from a parent/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. (Illness still affects attendance negatively when reported to government census)
- 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

- Holidays during term time
- Routine Doctor's/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 a carer must be provided by 8.30 am of 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 us on the first day of any absence to let us know the reason. If a reason for absence has not been given, teachers, tutors or the attendance officer will contact home to discuss further.

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 Students

- Students are in 'full-time' study and should be working on College work between 8.45am and 4pm 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 onsite between 8.45am and 4pm 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 to ensure they are punctual and all students should make suitable travel arrangements to allow this to happen.
- Development Days, Tutor sessions, life skills events and visiting speakers are all a compulsory part of the programme of study
- Assemblies/Meetings may be called from time to time and are compulsory
- Students should not arrange part-time jobs between 8.30am and 4:30pm during the College week.
- Where there are persistent concerns about attendance and progress, students may be asked to be in college from 8.45am to 4pm every day.
- Automatic entry to year 13 is partly dependent on attendance of 95% or more.

- A full time student[1] should work no more than sixteen hours in part time work. Any more than this is considered a risk to potential grades and can affect household benefits and universal credits.

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 for their records and upload the information at the earliest opportunity when the system is back online to comply with Safeguarding requirements.
- 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 (during the lesson and as early as possible).
- If an answer is received from the student, address as appropriate when the student arrives: e.g. Please get an earlier bus next time, Set your alarm earlier, etc. If the student states they are ill, remind them in chat that a parent or guardian must call in or it will affect their attendance record.
- 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. Staff must also notify the office if all students are present on the trip.
- 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 one to one 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 stage 3 action plan
- If attendance concerns continue or attendance is below 85%, the 'fitness to study' section of the student discipline policy should be used
- 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

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[1] All S6C students are full time students

Guidance for Senior Leadership Team

- Senior Leaders will liaise with Faculty Leaders during management one to one's and discuss attendance concerns.
- A Senior Leader will attend all 'Fitness to Study' 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/carers of missing students outlining each lesson missed.
- If a parent/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 in the MIS system
- The Attendance Officer will assist staff with up to date attendance data when it's 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 with students not known to the group
- The Attendance Officer will inform and escalate issues to the Faculty Leads

Guidance for Tutors

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

Guidance for parents/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 'Fitness to Study' meeting as outlined in the S6C Disciplinary Policy

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 Diamond' to illustrate how attendance affects grades (see appendix A). Anybody with attendance below 95% has a risk of underachievement, with this dropping to a severe risk of underachievement below 85%. This is highlighted by the use of coloured bands.

- Green: 95% & above   2 weeks missed, reach or exceed goals
- Yellow: 90%   4 weeks missed, goals may be achieved
- Amber: 85%   6 weeks missed, risk of falling behind
- Pink: 80%   8 weeks missed, expect to achieve ½ a grade below predictions
- Red: 75%   10 weeks missed, grades unlikely to be met

Students have the opportunity to see their attendance during tutor one to one's, their overall attendance. This gives students the power to monitor their own outcomes and how attendance is affecting their ability to perform to targets.

There are various strategies that are applied when attendance is a concern (see appendix B).

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 in the class, as teachers have to support catchup to enable learning to continue.

Therefore 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 lessons are not affected for all.
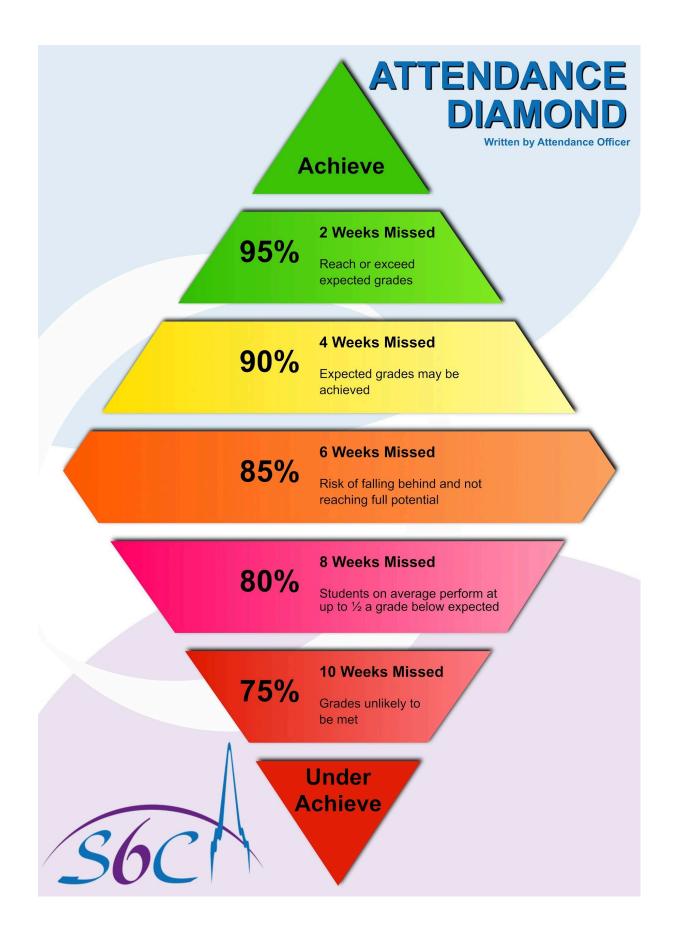
Where lateness is a persistent problem, the student disciplinary policy will be used.

Work Cited

Department for Education. "Just one day off can hamper children's life chances." *GOV.UK*, 24

March 2016,

https://www.gov.uk/government/news/just-one-day-off-can-hamper-childrens-life-c

hances. Accessed 17 October 2022.

Appendix A - Attendance Diamond

ATTENDANCE DIAMOND
Written by Attendance Officer

Achieve

95% — 2 Weeks Missed
Reach or exceed expected grades

90% — 4 Weeks Missed
Expected grades may be achieved

85% — 6 Weeks Missed
Risk of falling behind and not reaching full potential

80% — 8 Weeks Missed
Students on average perform at up to ½ a grade below expected

75% — 10 Weeks Missed
Grades unlikely to be met

Under Achieve

Attendance Interventions

Class Teacher
Take register within 15 minutes of the start of the lesson.
Send chat message challenging absence from lesson, mark as late
on register if they arrive.
Persistent unknown absence/lateness **(twice or more in a week)** needs to then be flagged
with **Tutor** after MIS notes have been checked

Tutor
Tutor to follow up with student, pass on teacher's concerns.
Implement **Action Plan** if attendance is below **90%** or subject performance
considered poor. Update MIS with updates and actions.
If reason for persistent absence is unknown, forward concerns to **Attendance Officer**

Attendance Officer
Liaise with **Teachers, Tutors and Faculty Leads** 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** for further intervention
when appropriate

Faculty Leads/Pastoral Lead
Where attendance is not improving, targets from **Action Plans** are not being met and student
has escalated to **Action Plan 3**, **Faculty Lead** to arrange and chair **Fitness For Study**
meeting with student, their parent/carer and a member of **Senior Leadership Team.**
Notes to be added to MIS

Senior Leadership Team
Every **Fitness For Study** meeting should be attended by a member of the
Senior Leadership Team, who will sign off on agreed actions and interventions
highlighted during the meeting

Written by Attendance Officer 2023

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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 - Flowchart

Student Interventions

Written by Attendance Officer 2023

Support & guidance available from Faculty Leads

This flow diagram is to be used in conjunction with the Student Intervention Policy & Attendance Intervention poster

Class Teacher
- Classwork
- Pre-Learning & Homework
- Attitude to learning
- Behaviour in class
- Attendance to class

Action Plan
Class Teacher
- Remind student of learning agreement
- Set Action Plan (minimum of 2 weeks)
- Record on MIS
- Inform Tutor
- Email to parents
- Meet 1:1 with student every week

Student has not met target
Class Teacher
- Record on MIS
- Inform Faculty Lead
- Inform Tutor

Stage Two Action Plan
Class Teacher/Tutor
- Invite parents to meeting
- Set Action Plan (minimum 2 weeks)
- Record details of meeting on MIS
- Inform Tutor
- Inform other Subject Teachers
- Meet 1:1 with student every week

Student has not met target
Class Teacher/Tutor
- Record on MIS
- Inform Faculty Lead
- Inform Tutor

Stage Three Action Plan
Faculty Lead
- Invite parents to meeting
- Set Action Plan (minimum 2 weeks)
- Record details of meeting on MIS
- Inform Tutor
- Inform other Subject Teachers
- Meet 1:1 with student every week

Attendance Officer
- Step in when students are flagged with unknown attendance concerns
- Liase with Teachers, Tutors & Faculty Leads

Refer to Attendance Interventions poster

Tutor
- Raise issues during 1:1 mentoring sessions
- Record 1:1 on MIS

Tutor will note concerns across two or more subjects.
- Record on MIS
- Inform Faculty Leads who will decide whether the Class Teacher or Tutor implements a Stage Two Action Plan.

Student not met target…

FITNESS TO STUDY
Student Review Meeting

To happen within 7 days with member of SLT in attendance

ANY MAJOR INCIDENT REFER TO A MEMBER OF SENIOR LEADERSHIP TEAM

All Staff
- Behaviour around college
- Smoking outside designated smoking area
- Swearing

- Challenge unacceptable behaviour
- Record on MIS
- Inform Tutor

Any member of staff
- Wellbeing & Mental Health
- Welfare
- Serious attendance <80%
- Unexplained missed days
- General concerns

If the concern has safeguarding implications, then follow safeguarding policy immediatley
Check MIS for context & decide whether to:
- Pass to Tutor
- Handle, note and inform
- Record on CPOMS

Mentoring or ongoing Pastoral Support may be offered
Pastoral Lead
- Low Mood & Anxiety
- Anger Management
- Bereavement
- Relationship Breakdown
- Stress Management
- Self-Care
- Identity & Self Esteem

An External Referral may be signposted for :
- CAMHS
- IAPT
- Young Carers
- GP
- Motiv8
- The Mix Online
- Sexual Health Clinic