

GFM Bay House Sixth Form Post 16 Attendance Policy

1: Supporting Post-16 Education in the GFM

Good attendance is a prerequisite for success. Monitoring attendance is therefore a vital part supporting students in the course of their studies.

Registration

- All students must be present for registration at the start of each timetabled period
- Teachers and Tutors must take their register promptly
- Texts will be sent home to parents if an absence is unexplained
- Tutors and teachers constantly reinforce the importance of good attendance and punctuality for achieving success

Lateness

- If a student is late, they should be marked as an L
- If a student arrives past registration, they should sign in with the Sixth Form Office
- If a student is late more than five times every half term, they will receive 2 extra studies.

Booked Absence

- Students must complete the yellow form entitled *Notice of Absence*. Evidence in the form of an appointment card etc will be required to authenticate requests.
- The school cannot, except in exceptional circumstances, authorise family holidays during term time.

Illness during a School Day

- Students or parents must let the Sixth Form Office know by 9 a.m. on any day and each subsequent day where a student is unwell. Students can self certify their absence for up to 2 consecutive days. After the second day, we will need notification from a parent or carer. If there are more than 10 absences in a year, students can no longer self certify.
- If a student feels unwell during the day, they must gain permission to leave school from the Sixth Form Office. A parent/guardian must be informed before the student leaves school. The student must go to the Sixth Form office to sign out.
- If a student has a medical appointment during the day, the student must take proof of the appointment to the Sixth Form office and they must have completed the yellow *Notice of Absence* form.

Poor Attendance

- Weekly attendance reports will be shared with tutors
- The school has a clear disciplinary procedure about persistent absence without medical explanation, which is viewed as defiance of our expectations concerning student conduct.

Attendance and the Four Week Rule

- As a minimum, the Sixth Form will consistently alert parents about student absence using contact home (usually via text).
- The Education Funding Agency, which pays for Sixth Forms in England, will not fund any student with four weeks consecutive absence from school without medical notification.
- Hence, in line with this funding rule, and in line with GFM policy, if students do not attend school for four weeks and do not provide such notification, they will be taken off roll
- The school will send a form letter home explaining that someone has been taken off roll so that parents are clear that this has happened. Usually this letter will be sent via Recorded Delivery.

Attendance and Exam Entry

- In line with DFE guidance, the GFM will not pay the exam entry fees of any student with overall attendance under 80%.

Standard Operating Procedure – Sixth Form Attendance

- Attendance below 95%: The student's Tutor to make contact with the student
- Attendance below 90%: Year Office to make contact with the student and home
- Below 80% attendance, the school will not pay for Sixth Form students to be entered for public examinations.
- The EFA will not fund students with four weeks consecutive absence from school without medical notification.
- If students do not attend school for four weeks and do not provide such notification, they will be taken off roll, in line with LEA and National guidance.
- The school will alert parents about student absence via text, so the fact that the student wasn't present in school will be known to parents.

