Post 16 Attendance Policy

The Tallis Operating Procedures Attendance Flowchart details the remaining stages of escalation up to Permanent Exclusion for defiance of school expectations regarding good conduct. One key kind of good conduct is good attendance.

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

The Role of the Tutor

Registration
1. All students must be present for AM and PM registration – the only exception is if a B has been given by the tutor
2. Tutors must take their register promptly and during the registration period
3. Truancy calls will go out, usually by 10 a.m., pressure of other work permitting, if students are not marked in for AM registration
4. The tutor must constantly reinforce the importance of good attendance and punctuality for achieving success

**Lateness**
5. If a student is late for registration, they should be marked as an L
6. If a student arrives past registration, they should sign in with their fingerprint using one of the biometric readers at the entrances to the school. If for any reason this does not work, then the student must sign in with the Attendance Manager at the Post 16 Admin Office
7. If a student is late more than three times in a week, the tutor will speak to the student and take away their Bs for two weeks. The tutor will inform the Attendance Manager of the change to the student’s Bs and contact home. If this persists, they will place them on a Tutor attendance report

**Absence Unknown**
8. The tutor will add N to the register
9. It is the tutor’s responsibility to turn unauthorised Ns into the correct code when a reason provided i.e. M for medical appointment. If no good reason is given, it will remain as an N
10. The Attendance Manager will chase the student/parent until a reason has been provided
11. The Attendance Manager will send a weekly N report to all tutors for the previous week so that tutors can clear N’s where possible
12. The Attendance Manager will send a half termly report to all tutors highlighting Ns for the previous half term

**Attendance Codes**
13. Possible codes:
   a. I = illness
   b. J = interview
   c. M = medical appointment or hospital
   d. R = religious observance
   e. V = educational visit

**Booked Absence**
14. Students must see the Attendance Manager and fill in a short form to book absence known in advance. Evidence in the form of an appointment card etc will is required to authenticate requests.
15. The school cannot, except in exceptional circumstances, authorize family holidays during term time.

**Illness during a School Day**
16. The school expects parents to phone or email the Attendance Manager by 9 a.m. on any day and each subsequent day where a student is unwell.
17. If a student feels unwell during the day, he/she must gain permission to leave school from HOY/DHOY or the Attendance Manager. A parent/guardian must be informed before the student leaves school. The student must go to the Post 16 Admin Office to sign out
18. If a student has a medical appointment during the day, the student must take proof of the appointment to the Attendance Manager in order to sign out

**Bs (register code for ‘student working independently’ - at home/in school)**
19. Bs are a reward and allow students to miss registration on appropriate days
20. Year 12 students are allowed two Bs a week. For Year 13 it is at the discretion of the tutor.
21. The tutor will maintain the sixth form’s ‘B list’ (presently this is a OneDrive file) and add Bs manually when each day’s register is taken.

22. The school may withdraw B’s at any time.

**Poor Attendance**

23. Weekly attendance reports will be shared with pastoral leaders, deputy pastoral leaders and tutors.

24. The school has a clear disciplinary procedure about persistent absence without medical explanation, which is viewed as defiance of our expectations concerning student conduct.

25. This disciplinary procedure is laid out in our Sixth Form Discipline Policy and Flowchart.

**Tutor Attendance Report**

26. A student can be placed on a report to their tutor for poor attendance and/or poor punctuality.

27. The report will be for a minimum of two weeks.

**Poor Punctuality**

28. If a student has poor punctuality, the tutor will contact home and place the student on Tutor Report for two weeks.

29. If lateness persists, the tutor will refer the student to the pastoral leader and the Disciplinary Code will be followed.

**The Role of the KS5 Teacher**

30. The requirement to take a timely and accurate register and to chase up absence is in all teacher job descriptions. The sixth form pastoral team will help in the case of serious and persistent problems. The process outlined below is intended to give both curriculum and pastoral teams the evidence they need to take effective action.

31. The teacher’s role is as follows:
   a. The register must always be taken, usually within the first ten minutes of a lesson.
   b. If a child is absent for more than one lesson in any month, the teacher must make contact with the child’s parents to discuss this, and must note this home contact on SIMS using the ‘Sixth Form Contact’ option within every sixth form child’s SIMS page if using SIMS, or using the ‘Behaviour Module’ on Sharepoint. Every member of staff has access to at least one of these two methods.

32. If this initial intervention does not work, the member of staff must email the tutor outlining their concerns. The tutor will round-robin the student and either:
   a. EITHER The attendance concern will relate only to one subject. In this circumstance the subject KS5 lead will place the student on subject report for a minimum of two weeks. The subject KS5 lead will ask the Sixth Form Admin team to send a letter home explaining the student is on report and a note to this effect will be kept on SIMS.
   b. OR The attendance concern will be common to two or more subjects. In this circumstance, the tutor will take the student on report for a minimum of two weeks. The tutor will ask the Sixth Form Admin team to send a letter home explaining the student is on report and a note to this effect will be kept on SIMS.

33. If the student fails on this initial attendance report, only then will they be placed on pastoral report to a more senior member of the Sixth Form Team.

**Attendance and the Four Week Rule**

34. As a minimum, the school will consistently alert parents about student absence using Absence Call, so the fact that the student wasn’t present in school will be
known to parents. Absence Call calls are generated from the marks for a.m. registration only.

35. The Education Funding Agency, which pays for Sixth Forms in England, will not fund any student with four week’s consecutive absence from school without medical notification.

36. Hence, in line with this funding rule, and in line with Greenwich policy, if students do not attend school for four weeks and do not provide such notification, they will be taken off roll.

37. 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 Recorded Delivery.

Attendance and Exam Entry
38. In line with DFES guidance, Tallis will not pay the exam entry fees of any student with overall attendance under 90%.

JB/AB September 2017

Agreed by Governors: October 2017

Review date: October 2018
TALLIS 16+

Standard Operating Procedures
Standard Operating Procedure – Study Support Programme

Student’s behaviour in a subject is poor, indicated by e.g.
• Missed deadline.
• Submission of unacceptable work.
• Failure to meet expected progression targets.
• Generally defiant or poor attitude to studies.

Study Support Level 1:
• Student spoken with by teacher
• Event logged on SIMS
• Possible home contact

Better? SS ends

Student’s behaviour in a subject continues to be poor, indicated by e.g.
• Further missed deadlines.
• Continued submission of unacceptable work.
• Failure to meet expected progression targets.
• Generally defiant or poor attitude to studies.

Study Support Level 2:
• Students to attend after-school session with subject teacher in order to meet expectations. These are to be arranged by subject teacher.
  Attendance is 100% compulsory.
• Event logged on SIMS/SharePoint

Student meets expectations – Study Support Level 2 concludes.

Study Support Level 3:
• Students to attend further study support sessions. These are to be arranged by HOD.
  Attendance is 100% compulsory.
• Event logged on SIMS/SharePoint
• Phone call home by HOD to arrange meeting with parents.
• Letter sent home by HOD and copy sent to sixth form team.

Student meets expectations – Study Support Level 3 concludes.

Study Support Level 4:
• Students to attend further study support sessions. These are to be arranged by subject HOD.
  Attendance is 100% compulsory.
• Event logged on SIMS/SharePoint.
• Parental meeting with Head of Year.
• Student placed ‘On Report’ to Head of Year.
• Letter sent home by Head of Year outlining individual targets for student.

Student displays no improvement or fails to attend study sessions—proceeds to Level 3 Study Support

Student meets expectations—Study Support Level 2 concludes.

Study Support Level 5:
• Parental Meeting with Assistant Head, Sixth Form.
• Student placed on report to Assistant Head, Sixth Form.
• Fixed period exclusion considered.
• PSP written.
• Event logged on SIMS/SharePoint.
• Written warning that place in sixth form will be terminated by permanent exclusion unless student meets behavioural

Student displays no improvement or fails to attend study sessions—proceeds to Level 4 Study Support.
• Student is deemed to be failing in more than one subject — Instantly placed on Level 3 Study Support.

Student meets expectations—Study Support Level 4 concludes.
Standard Operating Procedure – Pastoral Support Programme

Student’s behaviour in a subject is poor, indicated by e.g.
• Rudeness to staff, students.
• Failure to settle to work in Study Areas
• Failure to meet standards laid out in dress code.
• Failure to identify oneself when asked to do so by member of staff etc.
• Truancy, lateness.

Pastoral Support Level 1:
• Staff contact home.
• Event logged on Sims/SharePoint.
• HOY, tutor alerted.
• Student may be placed on report to tutor

Student displays no improvement – proceeds to Level 2 Pastoral Support

Pastoral Support Level 2:
• Students ‘On Report’ to subject lead for two-week minimum.
• Event logged on Sims/SharePoint. HOY, tutor alerted.
• Actions agreed with student and communicated to parent
• Standard ‘On Report’ letter sent home by HOD

Student meets expectations – Pastoral Support Level 2 concludes.

Student displays no improvement – proceeds to Level 3 Pastoral Support.

Pastoral Support Level 3:
• Parental meeting with Head of Year.
• Event logged on Sims/SharePoint.
• Targets agreed and letter sent home by Head of Year outlining individual targets for student.
• Student placed on report to Head of Year.

Student meets expectations – Pastoral Support Level 1 concludes.

Pastoral Support Level 4:
• Fixed period exclusion is considered.
• Parental Meeting with Assistant Head, Sixth Form.
• Student placed on report to Assistant Head, Sixth Form.
• PSP written.
• Event logged on SIMS/SharePoint.
• Verbal warning that place in sixth form is risk of termination by permanent exclusion.

Student displays no improvement proceeds to Level 4 Pastoral Support.

Student meets expectations – Pastoral Support Level 4 concludes.

Level 5 Pastoral Support
• Fixed period exclusion is considered.
• Parental Meeting with Deputy Head, Pastoral
• Student placed on report for two weeks to Assistant Headteacher, Sixth Form.
• PSP written. Event logged on SIMS/SharePoint.
• Written warning that place in sixth form will be terminated by permanent exclusion unless student meets behavioural expectations.
Standard Operating Procedure – Sixth Form Attendance

- Attendance team to produce weekly attendance report presenting students’ individual attendance percentage.
- Parents to report absence to Sixth Form Office by 9:00am via phone or email.
- All incidents of illness/medical absence to be documented with medical evidence (e.g. Doctors notes/Letters) and kept in student file.
- Absence without evidence cannot be authorised.
- No holidays in term-time can be authorised.
- 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 week’s 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 using Absence Call, so the fact that the student wasn’t present in school will be known to parents.

**Attendance falls below 95%**
- Letter sent home raising concern
- Phone call made by Form Tutor.

**Attendance falls below 92%**
- Parental meeting with Form Tutor.
- Attendance Report.
- Event logged on SIMS/SharePoint.

**Attendance falls below 90%**
- Parental meeting with HOY.
- On Report to HOY.
- Event logged on SIMS/SharePoint.

**Attendance falls below 80%**
- Parental meeting with Head of Sixth Form. Report and contract.
- Verbal warning about risk of permanent exclusion.
- Event logged on SIMS/SharePoint.
- School will not pay for exam entries.

**Attendance falls below 70%**
- Review with DH. Report and contract.
- Written warning about permanent exclusion.
- Event logged on SIMS/SharePoint.
- Permanent exclusion if contract failed.
Student is absent for four weeks without

- Absence Call calls parents as normal during four week period of absence.
- At conclusion of 4 week period, student is removed from roll, in line with national guidance.
Standard Operating Procedure – Punctuality, Truancy from lessons

- Students to be in registration by 8:40am.
- Students must return for 11:10 from break and 2 p.m. from lunch.
- Students late to AM or PM registration detained by tutor.
- Students late to lessons detained by teacher.
- Persistent latecomers to be passed to Head of Year or Head of Faculty as appropriate, parental contact made and detention set.
- Failure to attend this detention generates a further 1 hour SLT detention.
- In addition, see flowchart below.

Student has a pattern of persistent lateness e.g. late more than three lates/month.
Level 1

- Letter sent home raising concern and phone call made by Form Tutor or class teacher.
- Event logged on SIMS/SharePoint.
- Compulsory late detention set.

Lateness, truancy continues

Level 2

- Letter sent home raising concern.
- Targets set and Punctuality Report to tutor or subject CL.
- Event logged on SIMS/SharePoint.

Lateness, truancy continues

Level 3

- Parental meeting with Head of Year or CL.
- Targets set and on Report to HOY
- Event logged on SIMS/SharePoint.

Lateness, truancy continues

Level 4

- Fixed term exclusion considered for persistent defiance.
- Parental meeting with Head of Sixth Form. Report and contract.
- Event logged on SIMS/SharePoint.
- Verbal warning about risk of permanent exclusion.

Lateness, truancy continues

Level 5

- Fixed term exclusion considered for persistent defiance. Parental meeting with DH.
- Report and contract.
- Event logged on SIMS/SharePoint.
- Written warning about risk of permanent exclusion.
- Permanent exclusion if contract failed.
Standard Operating Procedure – Serious misconduct

- Teaching Staff to follow School Behaviour Policies for minor instances of poor behaviour.
- This flowchart details the school’s response to serious misconduct and serious incidents of poor behaviour.
- NB ‘Serious incident of poor behaviour’ includes plagiarism.

1 Serious incident of poor behaviour

- Student to be sent home on day of incident.
- Student to work in Sixth Form Office next day or with Head of Faculty, as appropriate.
- Meeting with Student, Teacher and KS Subject Lead.
- Event logged on SIMS/SharePoint.
- Student placed on Subject Report, if necessary

2 incidents of poor behaviour

Level 4

- Student to be sent home on day of incident.
- Parental Meeting organised.
- External Exclusion – if necessary, else student to work in Sixth Form Office.
- Student placed on report to Assistant Head, Sixth Form.
- Event logged on SIMS/SharePoint.
- Written warning of risk of permanent exclusion.

3+ incidents of poor behaviour or serious incident

Level 5

- Student to be sent home on day of incident.
- Parental Meeting organised.
- SLT consider case.
- Parental Meeting.
- External exclusion in most cases.
- Consideration of permanent exclusion.
- Event logged on SIMS/SharePoint.

JB/OD/FL, Revised October 2017. Anticipated review date October 2018