



## Post 16 Attendance Policy

<b>Author:</b>	<b>Jon Bradshaw</b>
<b>Created:</b>	<b>October 2018</b>
<b>Reviewed:</b>	<b>September 2022</b>
<b>Governors Committee:</b>	<b>Inclusion</b>
<b>Agreed by Governors:</b>	<b>20 September 2022</b>
<b>Frequency of Review</b>	<b>Annually</b>
<b>Review Date:</b>	<b>September 2023</b>

## ETHICAL LEADERSHIP

1. Thomas Tallis School Plan 2020-23 has five aims.

1	A powerful curriculum
2	The best teachers
3	Great learning and progress
4	Excellent personal development
5	A model for a better world

As part of aim 5 Thomas Tallis School has adopted the *Framework for Ethical Leadership in Education*. This means that we try to behave in a principled and correct manner in everything we do. Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do. We therefore behave with **selflessness, integrity, objectivity, accountability, openness, honesty and leadership**. We demonstrate **trust, wisdom, kindness, justice, service, courage and optimism**.

This policy is informed by School Plan 2020-23 Aim 4c – “To improve attendance to 96% and reduce lateness to below 2.5% so that young people develop reliability”

We expect good conduct from our sixth form students. One key kind of good conduct is good attendance, as it is a pre-requisite for success. We expect sixth formers to be present more than 95% of the time, and we expect them not to be late.

Monitoring attendance is a vital part of our support for our students. We regard students with persistently poor attendance without good reason as being persistently defiant of our expectations, and we will consider permanently excluding students who are persistently defiant of our reasonable school expectations regarding good conduct.

## **The Role of the Tutor**

### *Registration*

1. All students must be present for AM and PM registration – the only exception is if an X 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 buzz in with their identity card using the readers at the Sixth Form Entrance. If for any reason this does not work, then the student must sign in with the Attendance Officer Mr Bell.
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 Officer 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. The Attendance Officer will send a weekly N report to all tutors for the previous week so that tutors can chase students for explanation of any unauthorized absence. Information garnered will be passed to the Attendance Officer so that the attendance register can be updated and corrected.
10. In cases where there is a pattern of unexplained absences, the Attendance Officer will chase the student/parent until a reason has been provided.
11. The Attendance Officer will send a half termly report to all tutors highlighting Ns for the previous half term.

### *Attendance Codes*

12. Possible codes:

- a. I = illness
- b. J = interview
- c. M = medical appointment or hospital
- d. R = religious observance
- e. V = educational visit
- f. X = Offsite study

#### *Booked Absence*

- 13. Students must see the Attendance Officer and fill in a short form to book absence known in advance. Evidence in the form of an appointment card etc. is required to authenticate requests.
- 14. The school cannot, except in exceptional circumstances, authorise family holidays during term time.

#### *Illness during a School Day*

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

#### *X's (register code for 'student working independently' - at home/in school)*

- 18. X's are a reward and allow students to miss registration on appropriate days.
- 19. Year 12 students are initially allowed two X's a week, more at the school's discretion if it becomes clear that a student has settled to a good working pattern. For Year 13 it is at the discretion of the tutor.
- 20. The tutor will maintain the sixth form's 'X list' (presently this is a OneDrive file) and add X's manually when each day's register is taken.
- 21. The school may withdraw X's at any time.

#### *Poor Attendance*

- 22. Weekly attendance reports will be shared with the relevant Head of Year, deputy Head of Year and tutors.
- 23. The school has a clear disciplinary procedure about persistent absence without medical explanation, which is viewed as defiance of our expectations concerning student conduct.
- 24. This disciplinary procedure is laid out in our Sixth Form Discipline Policy and Flowchart.

#### *Tutor Attendance Report*

- 25. A student can be placed on a report to their tutor for poor attendance and/or poor punctuality.
- 26. In such cases. the tutor notifies the Attendance Officer that the student is going on report. The Attendance Officer sends a generic text to the parent to make them aware and an attendance printout if requested.
- 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 relevant Head of Year and the Disciplinary Code will be followed.

### *The Role of the KS5 Teacher*

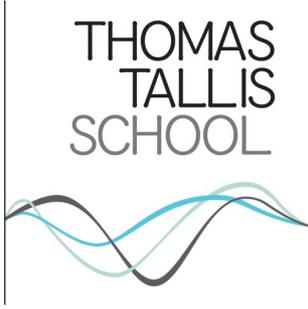
30. The requirement to take a timely and accurate register and to chase up absence is in all teacher job descriptions. The sixth form pastoral team will help in the case of serious and persistent problems. The process outlined below is intended to give both curriculum and pastoral teams the evidence 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 two lessons in any month, the teacher must make contact with the child's parents to discuss this, and note this home contact on Bromcom
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:
  - 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 Bromcom.
  - 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 Bromcom.
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 write to the parents of any child at risk of being removed to explain this risk. We will normally write after a child has been absent for three weeks without explanation.
38. 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*

39. In line with DFES guidance, Tallis will consider not paying the exam entry fees of any student with overall attendance under 90%, unless there are reasonable extenuating circumstances.

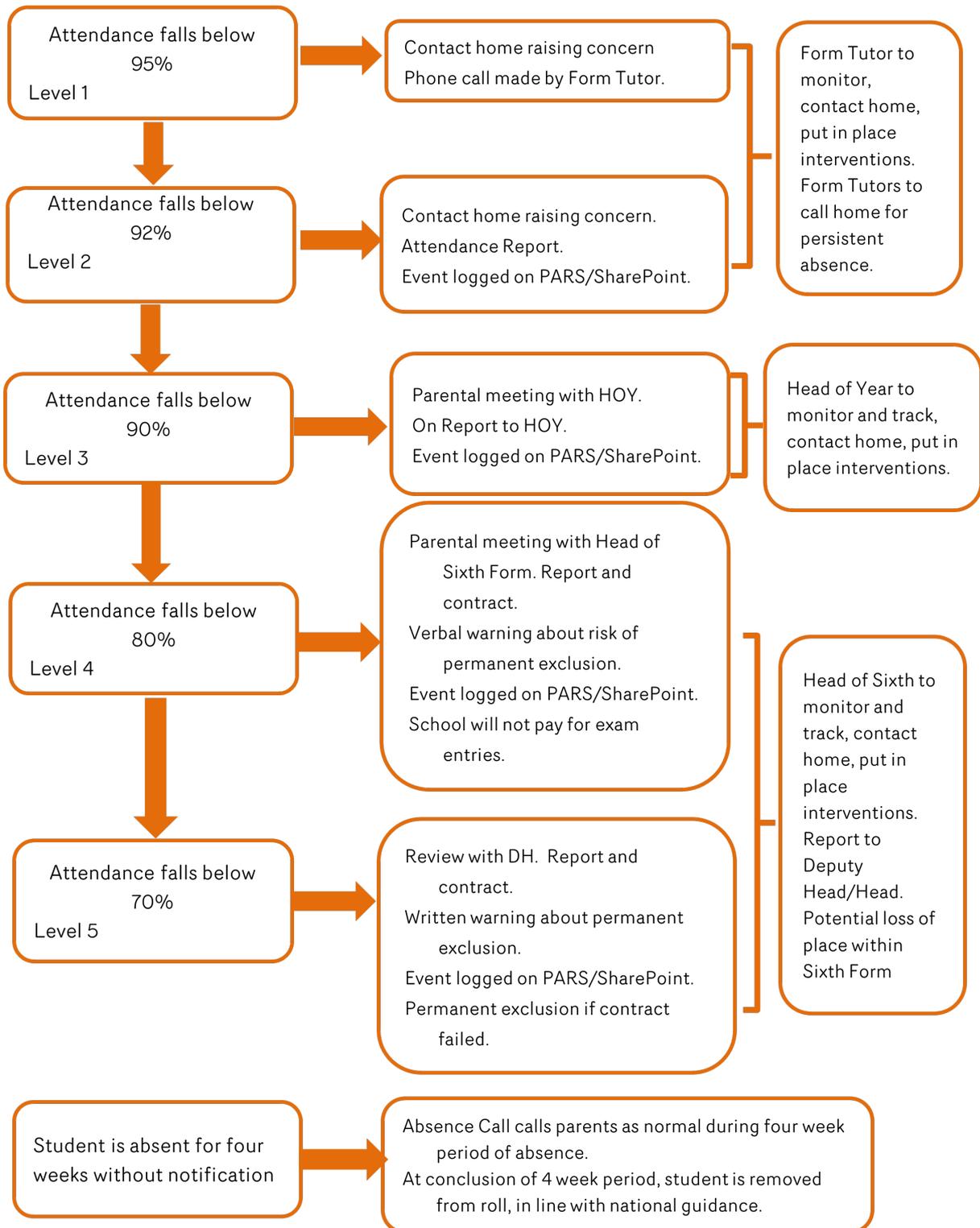


## TALLIS 16+

### Standard Operating Procedures

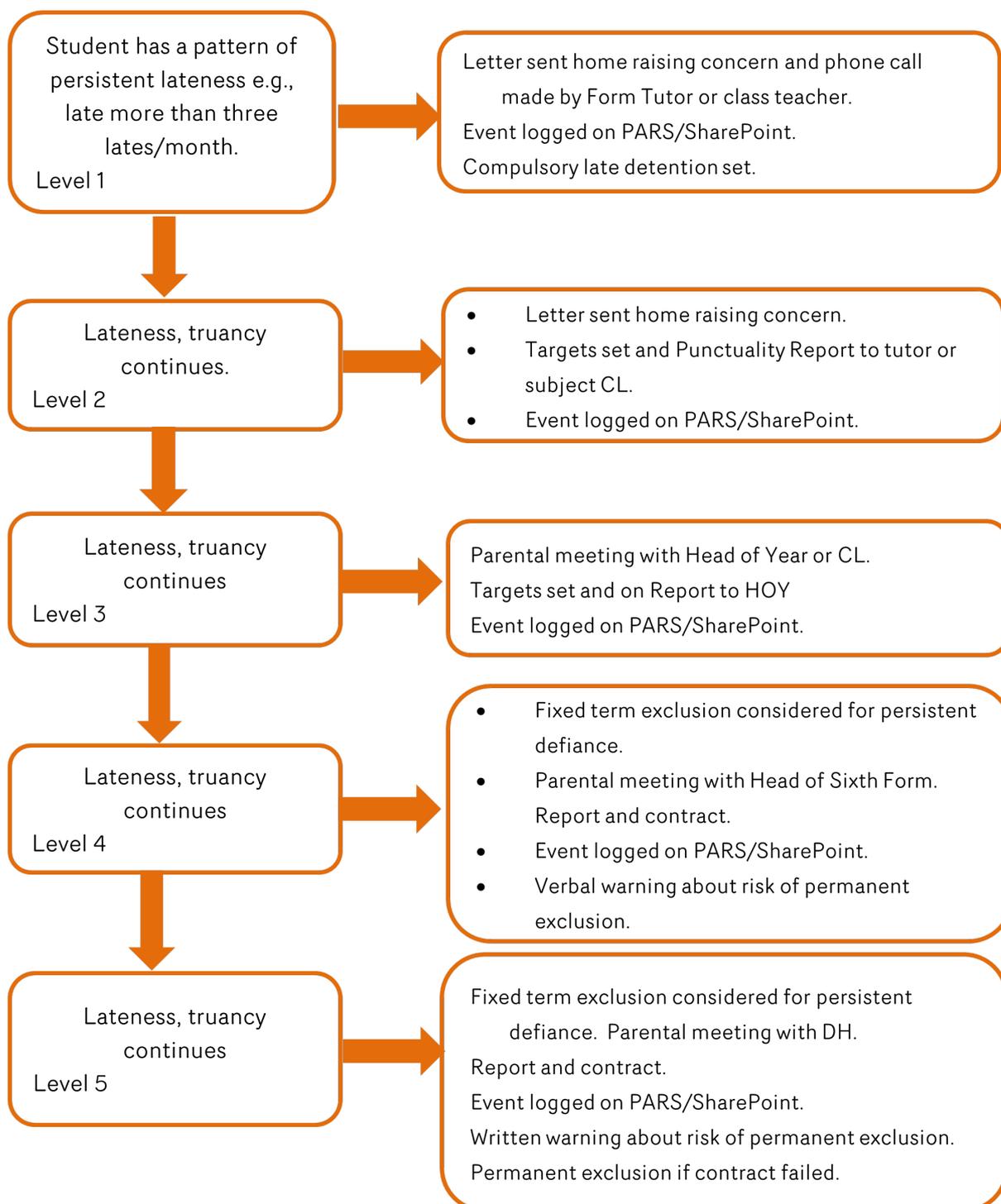
## **Sixth Form Attendance**

- 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 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 using Absence Call, so the fact that the student wasn't present in school will be known to parents.



## Standard Operating Procedure – Punctuality, Truancy from lessons

- Students to be in registration by 8:40am.
- Students must return for 11.20 from break and 2.05 p.m. from lunch.
- Students late to AM or PM registration spoken with by tutor.
- Students late to lessons spoken with 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 leads to HOY intervention.
- In addition, see flowchart below.



## 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.

