



Post 16 Attendance Policy

The Tallis Operating Procedures Attendance Flowchart details the remaining stages

Our plan for education to understand the world and change it for the better	
CURRICULUM Who we are	Thomas Tallis is a creative comprehensive school committed to a broad and balanced entitlement curriculum. Evidence informed, we use excellent teaching, data, and CPD to build quality, fairness and success for our young people for the long term. Literacy and numeracy across the curriculum enhance progress for everyone. Research and development focuses our thinking and improves our teaching and learning. We scrutinise our achievements and seek to improve them for all of our children. Our Habits of persistence, discipline, imagination, inquisitiveness and collaboration permeate everything we do. All our achievement and curriculum plans are based on this.
INCLUSION What we do	Inclusive Tallis enables our young people to understand themselves in a happy community characterised by positive peer pressure. Decision-making humanely balances the needs of individuals in community: we look for creative solutions to problems. We use feedback in all aspects of our life to develop young people's independence and improve our service. Our character values, which help develop character for learning as well as personal development are fairness, honesty, kindness, respect and optimism. They permeate everything we do. All our inclusion plans are based on this.
COMMUNITY How we work	Community Tallis aims to commission, sustain and model the best possible context for our students and our school to learn and grow, seeking enrichment and cultural capital for all our students. We know, understand and work with our community inside and outside school. We work in a national context with local knowledge of how students and staff flourish. We are committed to sharing and collaborating with other schools for the common good. Governors support our strengths and challenge strategically. Our community framework of connecting, communicating and collaborating permeates everything we do. All of our community and resourcing plans are based on this.

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 be 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.

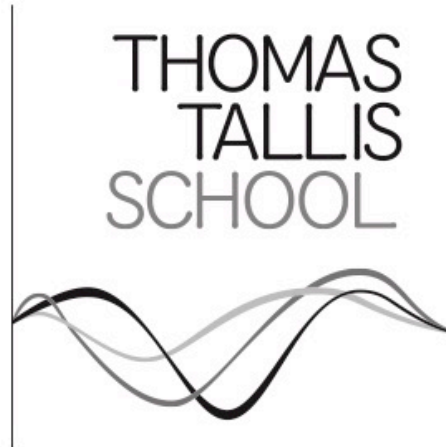
Attendance and Exam Entry

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

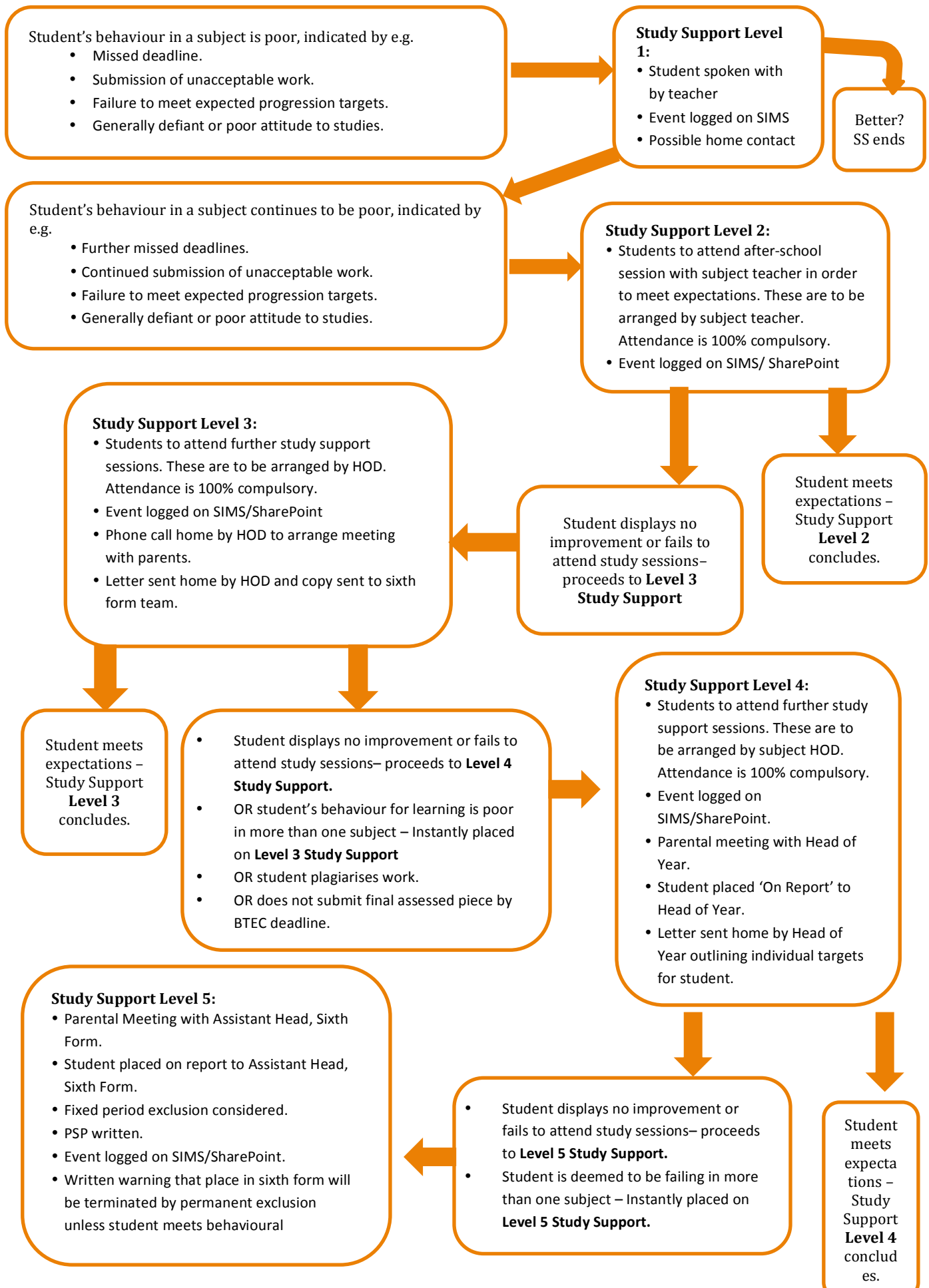
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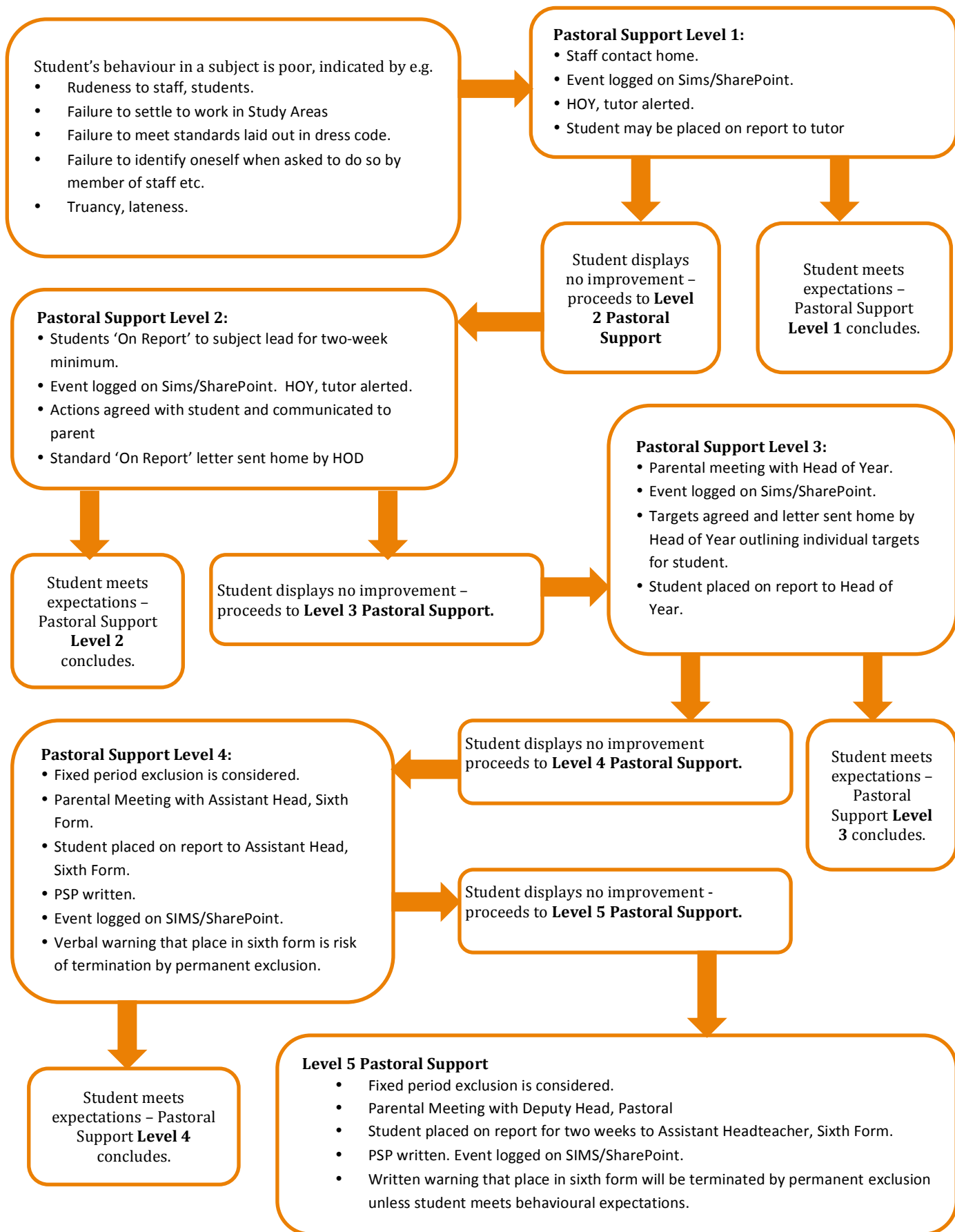
TALLIS 16+

Standard
Operating
Procedures

Standard Operating Procedure – Study Support Programme

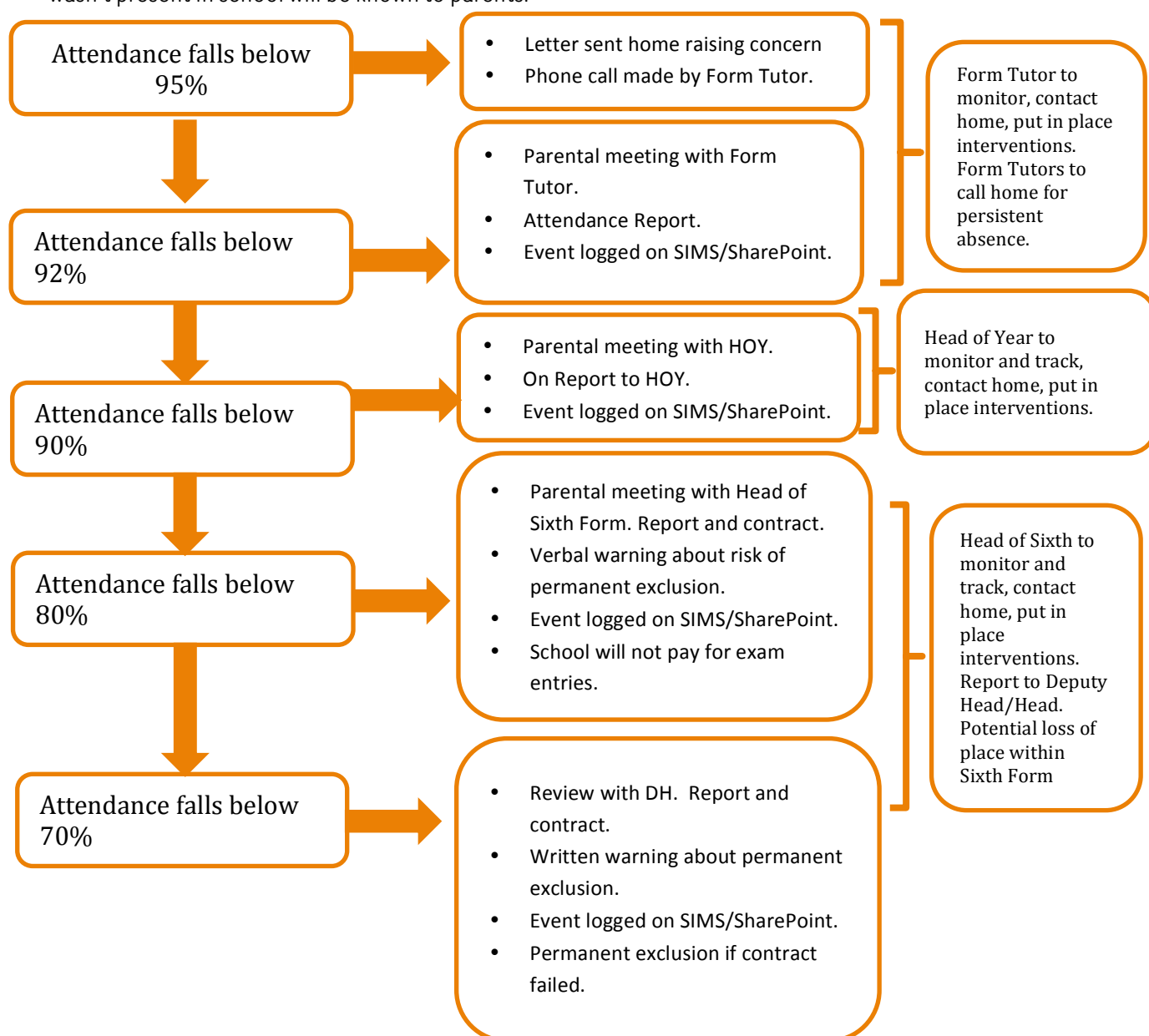


Standard Operating Procedure – Pastoral Support Programme



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.

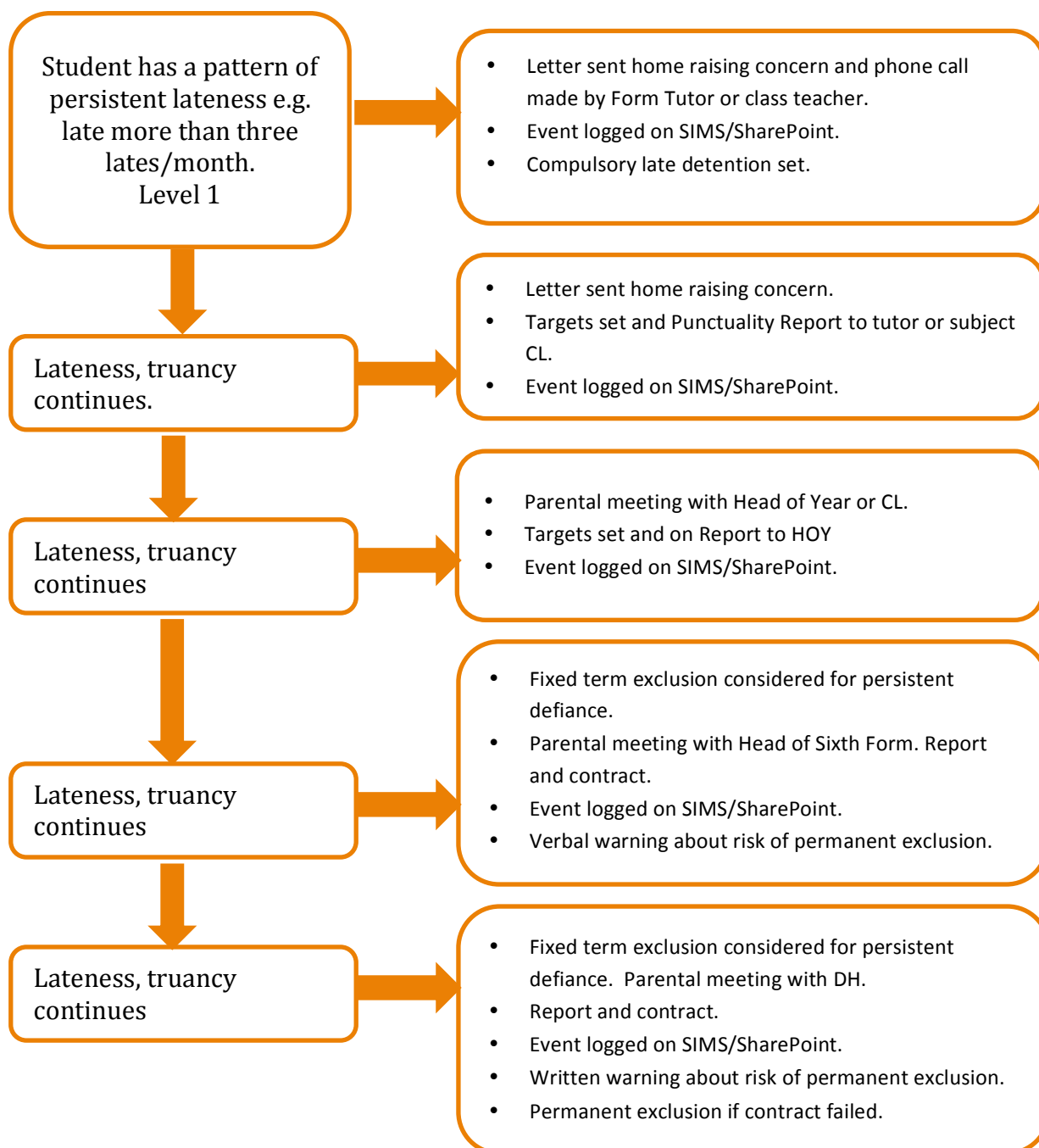


Student is absent for four weeks without

- 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.



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.

