



Sixth Form Attendance Procedures

1. Introduction

St Mary Redcliffe and Temple School acknowledges that a high level of attendance and punctuality is central to academic development and achievement for Post-16 students. This is outlined in the Sixth Form Learner Agreement, that all students and parents/carers sign when they join us, which supplements the school's **'Behaviour and Good Relationships'** policy.

A Levels, and other equivalent Level 3 courses, are intensive, and students cannot afford to miss valuable teaching and study time. As well as timetabled lessons, students also have non-contact periods on their timetables for private study and independent work.

Sixth Form students will strive to achieve consistent good attendance and punctuality. Students will aim for 100% attendance for the year.

All school staff will work closely with students and parents/carers to ensure each student attends school regularly and punctually.

This policy works in conjunction with the main school attendance policy (available on [our Policies page](#)) but with some important differences, due to the nature of a Sixth Form timetable at St. Mary Redcliffe and Temple School.

2. Aims

- Ensure good attendance and punctuality is a priority for all those involved in the school community.
- Raise our students' awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents/carers, students and staff, to help students meet the attendance and punctuality expectations.
- Work in partnership with parents/carers, including regularly informing them about their student's attendance levels.
- Support students back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
- Celebrate and reward students whose attendance figure is above 97%.

Our school aims to meet its obligations with regard to school attendance by ensuring every student has access to the full-time, efficient education to which they are entitled; acting early to address patterns of absence and creating a culture in which the importance of good school attendance is understood and valued by all parties.

Our school attendance policy will be applied fairly and consistently, taking into account the individual needs of our students and their families who have specific barriers to attendance.

We would like all of our students to enjoy school and to grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and students who attend school on time, unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all students, and to foster positive and mutually respectful relationships with parents/carers.

3. Safeguarding

Our school will monitor trends and patterns of absence for all students as a part of our standard procedures. However, we are aware that sudden or gradual changes in a student's attendance may indicate additional or more extreme safeguarding issues. In line with Government guidance [Keeping Children Safe in Education 2024](#), or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our Safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any student who is absent from school when the school cannot establish their whereabouts and is concerned for the student's welfare. (Please see our school's Safeguarding and Child Protection Policy for more information).

4. Effects of non-attendance

The table below indicates how what might seem like just a few days absence can result in students missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

5. Effects of Late Arrival at School

When a student arrives late to school, they miss important events like registrations, assembly, teacher instructions and introductions. Students often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage students and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

6. What do we expect of SMRT Sixth Form students?

Students must:

- Attend school regularly and adhere to the timetable sessions punctually.
- Attend all registrations, assemblies, tutorials and core lessons, including any library lessons.
- Sign in each time they enter the building(s) and each time they leave using the Inventory system, as we need to know who is in the school building at all times.
- Let reception know before they leave the school site if they feel unwell and unable to continue with the school day. The Attendance Officer will then inform parents/carers for safeguarding reasons.
- Inform parents/carers of an absence so that they can report this to the Attendance Officer.
- Let reception know if there is a planned 'absence in advance' by completing our form and showing any form of confirmation. Please see the section below for absences that can be authorised and those that cannot.
- Make every effort to book medical appointments outside of school/lesson hours, where possible.
- If late, go straight to the lesson where you they will be registered as late.
- If lateness has resulted in the student missing a lesson or registration/assembly they must report to the Attendance Officer to explain and for us to update our registers.

Parents/Carers must:

- Ring or email our Sixth Form Attendance Officer by 8.30am, to notify us of an absence. Please note Sixth Form is unable to receive text messages sent to the school telephone number.
- Provide evidence, when requested by the Attendance Office, for any appointments within school hours.

In some circumstances, the school may ask for a letter from a medical professional or will seek permission to contact the student's medical professional directly, to help support the needs of the individual student. If students have a high level and/or frequency of absence, the school may require medical evidence of some description, in order to authorise any future medical absences.

7. How does our Sixth Form monitor attendance?

- As we offer a Sixth Form education that requires regular attendance at school, attendance is monitored each day and contact will be made with parents/carers where there are immediate concerns. This could include phone calls, emails and/or text messages.
- Every week in registration, the tutor will ask for any gaps to be explained.
- An attendance percentage will be shared with the student and parent/carer at the end of every term, and this will help inform the interventions and support that is put in place if needed.
- **Unexplained absence process** - If a student is absent and we have not received communication to explain the absence from either the student or a parent/carer, a text message will be sent to the students and parent/carer, requesting a reason. A reason for absence is required, by the end of that working day, to enable attendance records to be updated. If we do not receive a reply, this will be recorded as an unauthorised absence.

8. What absences can be authorised?

Acceptable reasons for being absent from school, set by the Department for Education.

- The student is too ill to leave home and the student/parent/carer follows the guidance of reporting this as set out above.
- The student has an essential medical appointment (please provide evidence in advance, where possible, to the attendance officer).
- There is a close family bereavement.
- Interviews and open days for courses/apprenticeships that will begin after the end of their time in Sixth Form (please provide evidence to the attendance officer).
- Work experience- We have allocated time for work experience in the last week of school in July, during our activities week. This is a week when all Y12 students are off timetable. However there will be times when work experience opportunities might fall outside of this week. Requests for term-time leave for essential work experience will be dealt with on a case-by-case basis, and should initially go to the Head of Year.
- Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the faith to which the student belongs. Should any additional days be taken, these will be recorded as unauthorised absence.
- Driving tests with confirmation
- Planned extracurricular exams and competitions where authorisation from the school has been provided in advance.

9. What absences will be recorded as unauthorised?

We cannot authorise absences for other reasons, including:

- Absences for which we don't have a reason or evidence if necessary
- Absences without parental confirmation
- Shopping
- Birthdays
- Long weekends and holidays in term time
- Tiredness
- Unfinished school-work
- Driving lessons
- To mind the house including waiting for deliveries

10. What should students expect if their attendance/punctuality raises concerns?

- Where students do not meet our expectation of arriving punctually to school, as an initial supportive measure we will require them to sign in at reception by 8.30am for a period of time to help address any issues and develop good routines.
- Where there are persistent concerns around lesson or tutor registration/assembly attendance, the school will address the concerns using the Behaviour Level system.

11. Behaviour Level System

- All students have a Behaviour Level which ranges between A* and E. These levels are regularly reviewed by the school, and communicated with students and Parents/Carers through gradesheets and when there has been a change.
- The Behaviour Level given considers student behaviours in and around school, including attendance and punctuality. All students start on a B, which means that they are meeting basic expectations.
- Our expectation is that, with support of the school, students develop the behaviours needed for A Level and begin to work towards the A and A* descriptors.

- Students whose Sixth Form attendance drops below 90% will be initially identified as at Behaviour Level C and lead to a formal system of intervention particularly if there some of these absences are unauthorised. This will involve a conversation with the school, with clear targets and deadlines for improvement set, and additional support from our pastoral team offered if appropriate. This plan will be shared with Parents/Carers.
- If the student's attendance does not improve, at Behaviour Level D, the Head of Year and Parents/Carers will meet with the student, again to review the level and consider further support.
- If the student's attendance still does not improve, the Assistant Headteacher (Head of Sixth Form) will meet with the student and Parents/Carers, to move the student onto a Behaviour Level E. This is the last stage of the Behaviour Level system.
- For full descriptors of the behaviour levels please see the school website but here is a simplified version:

Intervention	Member of Staff	Reviewed every
Behaviour Level C <ul style="list-style-type: none"> • The tutor meets weekly with the student to review the attendance percentage for that week • The tutor and student set action steps to improve attendance • If the issue is related to punctuality the student might be put onto our 8.30am sign in system 	Tutor	3 weeks
Behaviour Level D <ul style="list-style-type: none"> • The Head of Year meets with the student and parent/carer to urgently discuss attendance and set targets. • The Head of Year then meets regularly with the student to review percentage for that week and review targets. 	Head of Year	3 weeks
Behaviour Level E <ul style="list-style-type: none"> • The Head of Sixth Form meets with the student and parents/carers to discuss attendance, and alternative provision for study. • Timeline and conditions for improvement set. 	Assistant Head (Head of Sixth Form)	3 weeks

12. How can Parents/Carers help support good attendance?

- Parents/Carers must contact the school via email or phone by 8.30am if their young person is absent.
- Parents/Carers should speak with the tutor if they know of any problem which could prevent their young person from attending school.
- Parents/Carers should provide any evidence if appropriate to support an absence such as a medical appointment text/card/letter.
- Parents/Carers must contact the attendance officer to request exceptional leave of absence if needed.
- Parents/Carers should not book holidays in term-time.

Links with Policies/documents - available on [our Policies page](#)

Annual Review Date: July 2025

Assistant Head (Head of Sixth Form)