

## Attendance Procedures in Sackville School Sixth Form

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### When are students required to be in school?

Our school attendance target is **96%**. To achieve this, students will typically have no more than one absence every 4 weeks. We are a full-time, on-site learning provider and attendance is compulsory for **all** timetabled sessions. In addition to attending all of their timetabled lessons, all Sixth Form students are required to attend the following tutor time sessions, arriving in time for a prompt start at 8:25am:

- **Assemblies** (Year 12 = every Thursday; Year 13 = alternate Tuesdays) - it is important that students sit at the correct table for their tutor group to ensure their form tutor registers them.
- **Learning for Life** (every Wednesday for both year groups) - we currently follow the NetSixthForm tutorial scheme for both Year 12 and Year 13, which is delivered in form rooms. There are also occasional whole year-group sessions, which are communicated to students in advance, addressing themes such as drugs awareness and sexual health.
- Other days as advised by their form tutors (please be aware that part-time staff may vary these arrangements):
  - **Mondays and Fridays** are typically dedicated to **1-1 meetings** between students and their form tutor. These are booked in advance by the form tutor; each student will typically have at least one per half-term, depending on individual needs. Year 13 students making UCAS applications will generally have several 1-1s during the Autumn term, while non-UCAS students will typically have more in the Spring term, when applying for jobs and apprenticeships. **It is important that students attend these meetings.**
  - **Tuesdays** (except for Year 13 assembly days) are typically dedicated to notices (via our Sixth Form Standard, which is issued to form tutors weekly) and our LIFE programme, covering issues such as careers, work experience, UCAS, CV preparation and budgeting. These sessions are designed around the needs of each form group and communicated to students in advance. They may sometimes involve smaller group sessions focused on particular needs e.g. support with finding work experience, or developing effective revision habits.
- In addition, all Year 12 students are required to attend their registered **enrichment session** (every **Wednesday, period 5**). We have been delighted by how well the students have engaged with this new provision and feedback from staff has generally been excellent. Any requests for changes to enrichment sessions must be discussed and agreed with either Ms Porter or Mr Groves **in advance** (not on a Wednesday lunchtime!).

- All Year 12, and some Year 13, students are also required to attend their **timetabled silent study sessions** in B01 with Mrs Churton. These are registered and count towards their attendance data. Students must follow the expectations for these sessions (re seating, silent working, no use of mobile phones) and stay for the duration of the session.

Please note that absence from a timetabled lesson, or any of the above sessions will result in an unauthorised absence being recorded, unless a valid reason is provided by a parent/carer.

### How is attendance data generated?

The attendance figure that you can see on the MCAS app is based on **morning registration and Period 4** (which serves as our afternoon registration mark) only. This is the data that schools are required to collect for the purposes of the school census. For any form times that a student is not required to attend, they will be marked by their tutor as 'not required for registration', which does not affect their attendance data. The sixth form team also monitors student attendance to timetabled lessons, study and enrichment periods and we follow up any unexplained absences with students and families.

We regularly receive **reference requests** for current and former students, including basic attendance data. It is important that students do their best to attend all registered sessions and that families communicate with us promptly about any authorised absences, so we can ensure the integrity of this data.

If your student believes there has been a mistake in registration, they must speak to the relevant teacher or their form tutor immediately. Mistakes do occasionally happen (most commonly if a student has arrived late and the member of staff has not updated the register) and are usually easily rectified. **Please be aware that we cannot register students for sessions they have not attended.**

### How do you communicate with families about attendance?

We want to ensure that families are informed if their child is absent from any session. The student's primary contact will now receive an **automated email at 4.00pm each day** for any session where they have been marked as 'unauthorised absent'.

We also aim to send letters home to families each term if we have ongoing concerns about a student's attendance. This is designed to act as a starting point for discussion about any underlying reasons for absences, so that we can work in partnership with families to support the student to improve their attendance.

As above, please contact your student's form tutor in the first instance if you need to discuss your student's attendance data.

### How do I authorise an absence?

Absences can only be authorised if we have received a valid reason for absence, **communicated by a parent/carer**. All communications re absences should be sent to **Mrs Churton (KS5 Attendance and Pastoral Assistant)** by **8:30am** on each day of absence, either via study bugs (see <https://studybugs.com/about/parents>) or directly to [ks5attendance@sackvilleschool.org.uk](mailto:ks5attendance@sackvilleschool.org.uk). Please include a specific reason for absence (more detail

than simply 'unwell') and do not email individual tutors or teachers as these emails will not be actioned as quickly.

Emails about absences from students will not be authorised. Absences for term-time holidays, driving lessons and paid work will also not be authorised. Sixth form students should not be undertaking paid work or driving lessons during the school day as this can result in lateness/absence and impact negatively on study habits.

If you are aware of a planned absence (e.g. unavoidable medical appointments, family funeral, driving test etc) please contact us in advance. If absence continues for several days, please contact us each morning, unless you have provided a Doctor's note.

**Please be aware that authorised absences, including for medical reasons, will still affect your child's overall attendance data.**

### **What if a student becomes ill during the school day?**

If a student becomes unwell during the school day, they **must** go to either **Mrs Churton in B01 or Mrs Adams in the medical office** to be signed out **before leaving site**. This is for their own safety - we do not want poorly students attempting to get home alone, without their parent/carer being aware - as well as for safeguarding reasons, if there is a fire or lockdown procedure. If a student leaves site unwell without being signed out by a member of staff, this will be an unauthorised absence, as well as a potential safeguarding risk.

### **What happens when teachers are absent?**

Unfortunately, we do not have the capacity to provide cover for Sixth Form lessons that are cancelled due to staff absence. We ask colleagues to let the sixth form team know so that registers can be amended accordingly; all departments will aim to provide appropriate independent work for students.

It is important that students check their emails/google classrooms for confirmation of staff absence (they should not rely on 'hearsay' from other students) and for any instructions from their teachers or their department. **They must then follow those instructions**, completing the work set promptly and to the best of their ability, so their teachers can assess progress and address any gaps in learning when they return to school. If students are staying on site to work, they must register with Mrs Churton in B01, for safeguarding reasons. If they are not required to stay on site, they may complete work set at home. Students are not permitted to work in science labs or workshops without supervision.

In the event of a form tutor being absent, they will do their best to contact students in advance by email, and to provide instructions for students e.g. to register with another member of the Sixth Form team.

If students believe a mistake has been made with their attendance, they must contact the relevant teacher or their form tutor in the first instance so that any errors can be rectified promptly.