



TGGS Sixth Form Attendance Policy 2022-23

Torquay Girl's Grammar School takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students. All A level courses are intensive, and students cannot afford to miss valuable teaching and study time. As well as timetabled lessons (including enrichment and tutorials) students also have non-contact periods on their timetables for private study and independent work. In year 12 students have compulsory study periods timetabled for each subject. Students are expected to attend Form Time each morning at 8.50am.

Students are granted the privilege of studying at home in their non-contact periods and we expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance and punctuality, as poor attendance will affect academic attainment. Students should, therefore, aim for at least 90% attendance for the year. An exemplary record of attendance and punctuality says a huge amount about the student as a person: that they are dedicated, well-motivated, organized and someone who takes their responsibilities seriously. We are preparing our students for adult life, where good attendance and punctuality are essential characteristics for all employees.

All Sixth Form staff will work with students and their families to ensure each student attends school regularly and punctually.

We aim to:

- Ensure all students have an attendance record of at least 90%
- Make attendance and punctuality a priority for all those associated with the school, including students, parents, teachers, and Trustees.
- Provide support, advice and guidance to parents and students.
- Develop a systematic approach to gathering and analysing attendance-related data.
- Recognise the needs and support of the individual student in the event of significant periods of absence.
- Ensure we are meeting the school's equality, inclusion and diversity policies.

We expect students to:

- Attend regularly, on time and ready to learn, meeting attendance target and making expected progress.
- When in school, attend all lessons and arrive to all lessons on time.
- Register in form time with the form tutor, attend all other timetabled sessions, including study periods, tutorial, assemblies, and enrichment.
- To use the sign in app at reception if they arrive late or leave the school site in a non-contact period.
- Inform a member of Sixth Form Team if they are unwell during the school day and wish to go home.
- Make every effort to make dental/medical appointments outside of school hours.
- Use the attendance form if they need to arrive late or leave early for an appointment or will be absent from school for a full/half day. This should be completed by parents unless the student is over 18.

We expect parents/ carers to:

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day.
- To contact Sixth Form by telephone or Studybugs App on the first day their child is absent for any reason by 8.30am and then on all subsequent days by 8.30am.
- To not take holidays in term time.
- To speak to a member of Sixth Form Team if they know of any problem, which may prevent their child from attending school regularly.
- To complete an absence request form to request planned absence such as medical appointments, work experience or open-day visits.

What Parents/Carers and Students can expect from Sixth Form:

- A Sixth Form education that is dependent upon regular attendance at school.
- Promotion of good attendance and punctuality at school
- Efficient and accurate recording and monitoring of absence
- Prompt action and support when a problem has been identified.
- Regular communication with students and parents/carers

Sixth Form Procedures

We are keen to identify attendance concerns at the earliest opportunity to give parents/carers, students and the school the ability to intervene early and prevent further decline. We will do this by following the procedures outlined below.

Unexplained Absence Process

If a student is absent from school and we have received no communication from either the student or a parent/carer, parents will be contacted by telephone on the morning of students' absence requesting a reason.

A reply is required stating the reason for the students' absence to enable attendance records to be updated; if no reply is received, this will be recorded as an unauthorised absence. If notification has not been received by the third day of absence, a home visit may be carried out by the school Attendance officer or Safeguarding team.

Attendance Monitoring

Attendance and lesson attendance are monitored each day and daily contact will be made with home where there are immediate concerns. This might include phone calls or emails. Attendance data will be captured after the first half term, and then monthly thereafter. This will inform the interventions and support that is put in place.

Lesson Attendance Concerns

Students are expected to achieve an attendance record of 90% or above for all lessons. Where there are concerns around lesson attendance, the tutor will speak to the student. Where there is no improvement, a meeting will be arranged with the Head of Department and the Head of Sixth Form. The Head of Year will inform home, and attendance will be closely monitored. Where there are persistent concerns, parents/carers will be invited into school for a meeting and the student will be placed on an attendance contract.

Overall Attendance Concerns.

Stage 1: Attendance below 90% - Head of Year will meet with the student and phone the parent/carer. Strategies will be suggested to help improve attendance.

Stage 2: Where there is no improvement in attendance following Stage 1 intervention, the Head of Sixth Form will meet with the student and Head of Year to address why the strategies suggested at Stage 1 are not working. Parents will be issued with a Stage 2 letter. Attendance will be monitored on a weekly basis by the form tutor and sixth form team.

Stage 3: Persistent absence below 75% and / or no significant improvement following Stage 2. A meeting between the Head of Year, Head of Sixth Form, Parent / Carer and the student will take place where an attendance contract will be agreed. Students will be placed on an attendance report. Failure to adhere to this policy could result in the 'Fitness to Study' Policy being applied or the student being asked to pay for their own exam entries.

Attendance or Attendance to Lessons below 75% and Stage 3 interventions

Any student whose attendance or attendance to lessons drops below 80% might be invited to an immediate meeting with the Head of Sixth Form. The parent/carer will also be expected to attend the meeting. Should there be no attempt to improve attendance to the minimum threshold of 90% and Stage 3 interventions are not successful, then the school reserves the right to charge for exam entries or make changes to the programme of study.

This is in line with DFE policy ()

i. institutions can apply reasonable conditions of attendance in order to qualify for free examination entry

ii. institutions can charge for examinations and resits as follows:

- where the required attendance or completion of work has not been achieved*

Funding regulations dictate that a student MUST be withdrawn from their course of study if they are absent for 20 consecutive school days. The Education and Skills Funding Agency does not distinguish between authorized and unauthorized absence for this purpose.

Holidays

Holidays will not be authorised in school time. Parents/carers wishing to apply for exceptional circumstances need to complete the absence request form. Upon receipt a decision will be made by the Head of Sixth Form and parents/carers will be notified in writing of our decision, course of action and how the absence will be recorded on our system.

Policy Information	
Policy Owner	Head of Sixth Form: Tania Grigg
Issue Version	1 (Addendum to School Policy)
Approving Committee	Board of Trustees
Adopted Date	21/9/22

Review Cycle	Annual
Last Review Date	February 2023
Next Review Date	February 2024

Appendix:

Stage 2 Letter:

Dear

This letter is to inform you that **Forename's** attendance at school has fallen below the acceptable level expected for our Sixth Form, which is 90%. **Forename's** attendance is currently: %. **Forename's** absences this term equate to X school days out of a possible X

This has already been discussed in a meeting between **Forename** and a member of the Sixth Form Team as part of our Stage 1 intervention. However, since this meeting **Forename's** attendance has not improved. In the past month her attendance has fallen to %

At TGGs we provide generous classroom provision of 10 hours per subject, per fortnight and we have a clear Attendance Policy which requires students to maintain an attendance of at least 90%. This is agreed in the Learning Contract signed by all learners. Students are also expected to attend all registration periods, assemblies and tutorial sessions.

Maintaining a high attendance of 90% and over is a prerequisite to success in the A Level programme. A-levels are demanding and attending lessons is the best way of progressing through the course. Failing to attend lessons can have a serious impact upon the learning of students and their outcomes at the end of the 2-year programme.

Parents and carers working with schools together is the most effective way of making progress in improving attendance and learning. I hope that bringing this to your attention at this early stage will help to improve **Forename's** attendance.

At this point **Forename's** attendance has fallen well below 90%, and we have already taken steps to monitor and help improve it. The staged intervention process is outlined below:

Stage 1: Early Intervention. This is an Early Cause for Concern raised by the tutor, the sixth form team, and/or subject staff regarding the attendance of a student falling below 90%. The meeting involves the student, the Head of Year and potentially a member of the teaching staff, if the attendance issue relates to one subject only. The purpose of the meeting is to discuss reasons why attendance is inconsistent and to suggest strategies to improve attendance. Attendance will be reviewed after 4 weeks by the Head of Year. Parents/Carers may be informed if there are serious concerns at this stage.

Stage 2: Focused Head of Year Intervention. This will be a Significant Cause for Concern as the student is making little progress in improving attendance since the initial Early Intervention meeting. The Focused HOY Intervention meeting will involve the student and the Head of Year. There will be opportunities to discuss the reasons for poor attendance and why strategies suggested at stage 1 are not working. Attendance will be monitored on a weekly basis. Parents/Guardians will receive a letter concerning the poor attendance.

Stage 3: Joint Parties' Intervention. This would be a Serious Cause for Concern as the student has attendance that has fallen below 75% or no improvements has been seen following earlier intervention. This Joint Parties' Intervention Meeting will involve the student, parent/guardian, the Head of Year and the Head of Sixth Form. At this point, it is apparent that the learner's failure to engage with supporting strategies to raise attendance is viewed as breaking the learning agreement contract. The student will be placed on a 2-week attendance report and an attendance contract agreed. Failure to adhere to this may result in further consequences. For example, our fitness to

study policy being applied or amendments to the learning contract, such as exam entries at AS instead of A levels. Refusal to adhere to our attendance policy, could result in students being asked to find an alternative provision.

It is our hope with your support and encouragement that the rate of attendance increases, and we can desist the intervention process as quickly as possible.

If you have any queries about this matter, please do not hesitate to contact the Sixth Form Admin Office on *01803 653761* – *sixthformadmin@tgsacademy.org*, who will be able to provide you with further details.

Thank you for your cooperation.

Kind regards,

A handwritten signature in black ink, appearing to read 'Tania Grigg', written in a cursive style.

Tania Grigg
Assistant Headteacher, Head of Sixth Form