



**KING EDWARD VI COMMUNITY COLLEGE**

## **POST 16 ATTENDANCE POLICY**

**Approved and adopted by the Standards Committee: February 2022**

**Due for Review: February 2023**

This policy is an in-house College policy

If this is a printed version of this policy it may not be the current version. Please source this policy electronically from the staff policy folder for the most up to date version.

**Philosophy:**

Kennicott is committed to providing a full educational experience for all pupils.

Research shows that good attendance plays a crucial part in student success and this combined with good performance will ensure that students can be entered for their examinations. We expect a minimum attendance of 95% in each subject to be maintained. It is vital that students, parents and staff work together to achieve at least this minimum target.

We encourage students to take responsibility for attendance to effectively prepare them for work and higher education progression routes.

**Objectives:**

- To encourage full attendance and punctuality
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- To acknowledge and reward a successful record of attendance
- To ensure a consistent approach throughout the college

**Procedures:*****Students, Parents, Personal Tutors and Teachers***

1. Students are required to attend registrations as agreed with tutor, all timetabled lessons, tutorials and the weekly Sixth Form Assembly. Employers, Universities and Colleges always ask us about a student's attendance. We want to be able to say that students' records are excellent. Attendance and punctuality concerns will be recorded on the performance consequence system and will be used in all references.
2. If they arrive after the lesson 1 register at 8.50, students must sign in at Kennicott Reception on arrival using either the signing book or the biometric sign in system. Students must also sign out if they leave the premises before 3.20 pm.
3. Sixth Form students must telephone by **8.30 am** on the morning of an unavoidable absence to inform the attendance officer: 01803 869200 Ext 253 and the reason for absence will be recorded in the registers. If students do not comply with this, a concern may be recorded on Classcharts. A member of staff will contact parents where a student's reasons for absence are not acceptable or where we believe that the reason given is not accurate.
4. Students to inform Attendance Officer, all their teachers and their Personal Tutor in advance of any future absence already agreed by their tutor and to ensure that they complete all missed work.
5. Unauthorised absence may result in students not being entered for their examinations.
6. Student attendance data will be monitored throughout the year. Appropriate action will be taken in all instances where a student's attendance to lessons becomes a concern. See **appendix** for the staged actions to be taken that involve subject teachers, tutors, Heads of Faculty and Head of Sixth Form.
7. The Head of Sixth Form and Curriculum Manager will monitor sixth form student attendance to comply with ESFA regulations. Students will be taken off roll and withdrawn from programmes if they do not return to learning after being absent for 4 weeks (28 days). ESFA does not distinguish between authorised and unauthorised absence for funding purposes.  
([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1032387/16\\_to\\_19\\_funding\\_guidance\\_Regulations\\_2021\\_to\\_2022-Version\\_2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1032387/16_to_19_funding_guidance_Regulations_2021_to_2022-Version_2.pdf))

***Students and Parents***

7. Applications for term time holiday need to be made in writing on a holiday form (available from Attendance Office on main site) at least one month in advance. We are only able to authorise term

time holiday for post 16 students in exceptional circumstances (eg attendance at a specialist education event, foreign travel with educational value, university open days etc). Holidays will not be authorised during examination periods.

8. Parents to be informed at start of course programme of acceptable and unacceptable reasons for absence. These are:

Acceptable	Unacceptable
Medical/Dental	Shopping
Courses	Looking after siblings or sick relatives
College approved work experience	Part-time work
Study period as agreed in home study contract	Birthdays
Driving test	Driving lessons

9. The Head of Sixth Form and College Assistant Principal will maintain an overview of attendance and will consult regularly with Personal Tutors about student attendance. Data review will be used to improve attendance.
10. Attendance/punctuality concerns will be recorded on Classcharts. Personal Tutors will seek to support students in these concerns. **However, attendance is the responsibility of the student, unresolved concerns regarding attendance or punctuality is likely to result in students not being entered for their examinations.**

**Figure 1 - Procedures**

Reason for absence	Action
Illness	Phone College <b>by 8.30 am</b>
Emergency Doctor's appt	Phone on the day <b>before 8.30 am</b>
Emergency Dental appt	Phone on the day <b>before 8.30 am</b>
Driving Test	Show DVLA letter in advance
Theory Test	Show DVLA letter in advance
University Visits	Authorised in advance
Study Leave	Return signed study contract
Exam Study Leave	Authorised in advance
Registration errors	Cover by checking registers and using orange slip system
Organised College Trips	Notification in advance

*The above may in some circumstances be subject to the approval of the Head of Sixth Form.*

### **Students Claiming Bursary**

Payment of the award is subject to acceptable levels of attendance. Authorised absences will not affect payment of the bursary. Unauthorised absences may cause a deduction to the payment awarded.

### **Attendance Appeals Procedure**

If a student should disagree with an unauthorised absence the following steps of appeal should be taken.

*Note: The majority of unauthorised absences are resolved in Step 1.*

1. Verbal discussion with the Head of Sixth Form producing evidence to cover the unauthorised absence.

2. A written appeal by the student to the Head of Sixth Form. Upon receipt of the appeal an appointment will be made for the student to discuss their appeal with the Head of Sixth Form.
3. All evidence and written communication will be presented to the Assistant Principal ic Sixth Form, who will make a **final** decision.

#### **Appendix** Staged Response to Sixth Form attendance

