



**Ryburn Sixth Attendance and Punctuality Update**  
**September 2016**

## **Introduction**

At Ryburn Sixth we expect all sixth form students to attend regularly to take full advantage of the educational opportunities available to them. Regular attendance and educational attainment are without doubt directly linked. We recognise that regular attendance at school is essential for good learning and continual progress, and it contributes towards students achieving the best possible outcomes in preparation for their Post-18 ambitions.

We expect all of our students to aspire to 100% attendance and appreciate the full support of parents and carers in encouraging this.

## **Aims of the Policy:**

This policy is intended to continue to improve the attendance and punctuality of all students at Ryburn Sixth by:

- a. Ensuring that good attendance and punctuality are priorities for all those associated with the school including students, parents and staff.
- b. Providing a framework which defines respective roles and responsibilities of all interested parties and ensures consistency in addressing attendance and punctuality issues.
- c. Ensuring the maintenance of accurate registers which allows the school to account for the whereabouts of each student at any given time
- d. Gathering of reliable data in line with Authority and Government guidelines for the purposes of reporting on individual and whole school attendance
- e. Providing strategies to improve attendance of those students in, or in danger of falling into, the PA category.

## **Promoting Regular Attendance**

Regular attendance is everybody's responsibility – parents, students and all members of staff.

## **Parents Responsibility**

Ensuring your child's regular attendance at Ryburn Sixth is your legal responsibility until your child is 18.

We expect parents/carers to recognise the importance of regular attendance at school and seek their support in:

- Ensuring that their child attends every day
- Ensuring that their child arrives on time
- Keeping school informed of a student's absence (see absence procedures for details)
- Attend all meetings arranged regarding attendance and punctuality
- Attending Parents' Evenings and other organised events which develop the academic potential of your child

## **Monitoring of Attendance – Student’s Responsibility**

### **Registering all students arrival on the School site using the biometric scanner**

All students should register their arrival on site by using the biometric scanner situated just inside the door of the main Ryburn Sixth entrance. As well as registering the student is on site, this scan is used to provide attendance information for students UCAS (university), apprenticeship and employment references.. The registered scan will also be monitored by the Sixth Form team, and when absence is detected it will result in a text or phone call to the student’s parents/carers to inform them of their son/daughter’s absence. The biometric scan information is also used to identify which students are present in case of a fire alarm and/or other safeguarding issue.

There is an additional scanner in the media block near the top of the main school drive for those students who would find this a more convenient location.

### **Year 12**

Year 12 students must be present at school every morning by 8.55am for form time with their form teacher. Productive use is made of form time to carry out mentoring activities, preparation for the school day and completion of a series of activities, assemblies and external speakers to help them prepare for their Post-18 options.

All Year 12 students are expected to be on site for all morning periods (1 – 4) until the beginning of dinner time (1.35pm). During periods which are not allocated to specific lessons, Year 12 students are expected to make use of the Sixth Form study and ICT facilities which are located in the Sixth form common room, the Sixth form silent study room or the LRC of the main school. Subject teachers/form teachers may also choose to allocate extra tutorials/drop-in sessions/ mentoring sessions and group work activities during these periods. Students are also expected to carry out 1 hour per week volunteering which often involves supporting younger students in class or members of staff during this time. Compulsory extra Year 12 workshops may also be delivered during non-lesson periods. Due to timetabling constraints, before school/after-school and/or dinner time tutorials for students may also be organised if deemed appropriate by a subject teacher.

### **Year 13**

Providing Year 13 students continue to make good progress, meet deadlines, maintain high attendance and are punctual to all lessons, they are given greater flexibility. Year 13 students can organise their time and make use of the School’s facilities with greater independence so they have no fixed time of arrival at the school site.

In addition to a Year 13 student’s timetabled classes, time may also be allocated by subject teachers/form teachers for extra tutorials/drop-in sessions/ mentoring sessions and group work activities. Compulsory extra Year 13 workshops may also be delivered during the school day. Due to timetabling constraints, before school/after-school and/or dinner time tutorials for Year 13 students may also be organised if deemed appropriate by a subject teacher. Year 13 students will be expected to ensure they are present as required for these additional opportunities.

## **Leaving the School site using the biometric scanner**

When a student leaves the school site (even if only intending to be off site for a short time), they must carry out another biometric scan so the School is informed the student is no longer on site in case of a fire alarm and/or other safeguarding issue. The student should then follow the registering procedure, as described on page 3, again when they return.

### **Year 12**

Although year 12 are expected to be on site for periods 1 – 4 inclusively, they do have permission to leave the site at break time (11.15am – 11.35am) and dinner time (1.35pm – 2.15pm)\*

\* providing there are no other Sixth Form commitments during these times.

To provide some additional flexibility for Year 12 students, if they do not have a timetabled lesson or extra tutorial/ mentoring session/ group work activity, or compulsory Year 12 workshop timetabled after dinner, then they have permission to leave school at 1.35pm without returning to the school site for the remainder of the day.

### **Year 13**

Providing Year 13 students continue to make good progress, meet deadlines, maintain high attendance and are punctual to all lessons, they are given greater flexibility. Year 13 students can organise their time and make use of the School's facilities with greater independence with no fixed time of departure from the school site.

In addition to a Year 13 student's timetabled classes, time may also be allocated by subject teachers/form teachers for extra tutorials/drop-in sessions/ mentoring sessions and group work activities. Compulsory extra Year 13 workshops may also be delivered during the school day. Due to timetabling constraints, before school/after-school and/or dinner time tutorials for Year 13 students may also be organised if deemed appropriate by a subject teacher. Year 13 students will be expected to ensure they are present as required for these additional opportunities.

*If concerns do arise, the privilege of these flexible approaches for each year group will be reviewed for an individual and possibly revoked to provide a more structured school day if it is deemed by Mrs Ramsden/Mrs Bosbury to be in the best interest of the student.*

## **Registering of attendance and punctuality to form time and lessons – teacher's responsibility**

Teachers and form teachers are responsible for recording attendance at the start of every lesson and tutor period. Registers are legal documents and must be taken clearly and accurately, using the correct symbols/codes. No student may take a register.

The sixth form team will work with the student and their parents/carers to address any attendance concerns where attendance to a particular lesson falls below 92% (see later information in the policy).

## **Absence Procedures**

### **Parents: If your child is absent, you must:**

1. On the first day of absence, contact the Sixth Form Office as soon as possible on 01422 832070 and leave a message or email [j.martin@rvhschool.co.uk](mailto:j.martin@rvhschool.co.uk) and CC [j.bosbury@rvhschool.co.uk](mailto:j.bosbury@rvhschool.co.uk) into it. Please provide clear information that states your son/daughter's name, reason for absence and expected return date.
2. Daily contact should be made to the Sixth Form office to keep the school informed of the current situation
3. If you are unable to ring or email, you can call into the school and report your child's absence to reception.

### **If your child is absent we will:**

1. Telephone or text you on each day of absence if we have not heard from you.
2. Carry out a home visit if the school is concerned about your child's attendance.

These procedures apply to all absences. Should a student's attendance fall below 92% then a series of additional actions will be implemented to monitor and address all attendance concerns.

Ryburn Sixth will employ the following range of strategies to encourage good attendance:

- a. A positive learning environment where students feel valued and welcomed
- b. An appropriate curriculum suited to the needs of all students
- c. Making students aware of the importance of regular attendance and punctuality through the work of their form tutor
- d. Weekly monitoring of attendance data by the Sixth Form Team to identify patterns of attendance/absence
- e. Regular reminders to parents/carers of the importance of regular attendance, through an attendance flier and parents' evening
- f. Letters from the school to parents where their child's attendance falls below 92%
- g. Daily text/telephone contact with parents/carers of an absent student
- h. Support for students who are absent for any extended period of time, through the provision of work at home and a planned programme of re-integration on return

## **Other absences during the School Day**

### **1) Illness during the School Day**

Should a student become unwell during a lesson he/she should go directly to student services to report their condition. Trained staff will then assess the illness and make a decision about whether a student will be sent home or collected by parents. Permission to go home must be obtained from Mrs Ramsden or Mrs Bosbury.

### **2) Driving Lessons**

Year 12 students are not permitted to take driving lessons between 8.55am and the end of their school day. Year 13 students are not permitted to miss lessons or other sixth form commitments for driving lessons.

### **3) Appointments**

Parents are asked to ensure routine medical and dental appointments are made outside of lesson time wherever possible. Where such appointments in lesson time are unavoidable, parents should inform the school in advance and provide evidence of the medical appointment so attendance records can be recorded accurately and the absence is authorised when appropriate.

### **4) Study Leave**

As a consequence of the change to linear Post-16 courses, there is no necessity for study leave in preparation for exams for Year 12 students.

Parents/carers will be provided with the details of any study leave which is deemed appropriate for Year 13 students by the Head of Sixth Form

## **5) Volunteering opportunities**

Ryburn Sixth actively encourages students to organise and take part in volunteering opportunities. We recognise the skills and confidence which can be developed are often invaluable. If such an opportunity requires a Year 12 student to be off site during school time, full written details will need to be provided for Mrs Ramsden/Mrs Bosbury to ensure the opportunity is considered to be appropriate by the School and that lesson time disruption is minimal and preferably not incurred at all.

## **6) Work experience placements**

All Year 12 are expected to complete a week of work experience in the summer term.

## **7) C&K Careers Appointments during the school day**

The C&K careers service is available for year 12 and 13 students to make appointments during periods 1 – 3 (9.15am – 12.35pm) every Friday morning providing they are not in lessons. These appointments can be organised directly by a student visiting the LRC or by speaking to a member of the Sixth Form team who will liaise with C&K careers on their behalf. If a student is unable to make an appointment on a Friday morning due to lessons or other in-school commitments, then the Sixth Form Office will work with the student and C&K careers to find an alternative appointment opportunity.

Parents/carers are also welcome to attend these arranged career meetings with their son/daughter. The C&K careers appointments take place in the main school so parents/carers who choose to attend an appointment should report as a visitor to the reception of the main school and meet their son/daughter in the waiting area in the main foyer.

## **8) University Open Days and University Residential Experiences**

The importance of attending a university open day(s) or possibly a residential experience cannot be underestimated to get a 'feel' for its courses, culture, geographical distance/transport links to home and accommodation etc.

Therefore it is recommended that students should book onto a few university open days and/or maybe a residential experience if they are interested in applying to university. Many Universities provide a range of open day dates throughout the year, which include weekends, and some residential experiences take place during the school holidays. We would encourage sixth form students/parents/carers to book weekend open day dates or those which occur during the school holidays where possible to minimise disruption to lessons.

## **9) Subject specific day trips, residential visits and/or fieldwork**

Where a student will be absent from school due to his/her attendance on an approved educational trip, it is expected that he/she will liaise with their other subject teachers to ensure work is collected before the trip so the disruption to their learning is minimised in other subject areas.

## **10) Part-time paid employment**

Under no circumstances should students undertake paid part time work during the school day and they are advised to limit part time work to 10 hours per week if it is not to impact on study.

## **11) Holidays**

Authorisation for term time holidays for Sixth form students will not be considered, unless there are **exceptional** circumstances. An application form for authorisation for pupil leave of absence in exceptional circumstances during term time is attached to this attendance policy. Leave for students who fail to obtain permission from the Head teacher prior to their absence will be recorded as 'unauthorised'.

### Staff absence

- When a member of staff is absent, the work set for that lesson may be delivered by a cover teacher who will register the students in their usual classroom if the type of work set is appropriate for this eg a test/timed assessment under exam conditions.
- Alternatively, the cover work will be left in the sixth form office or given directly to the students in advance. In these cases, students must register at the lesson time at the Sixth form office before collecting and completing set work.

### What happens if a student's attendance falls into the PA Category

At Ryburn Sixth we use 6 categories to monitor each student's attendance. These are as follows:

	Attendance (%)	Approximate number of school days missed per year	
Outstanding	97.5 – 100	0 – 4	
Excellent	96 – 97.4	5 – 7	
Below Average	92.2 – 95.9	8 – 14	Monitoring and form teacher discussion with student during mentoring sessions.
Persistent Absentee Concern	90 – 92.1	15 - 19	Contact with parents Meeting with Mrs Bosbury/Mrs Ramsden. Appropriate support strategies implemented to help student attendance improve
Persistent Absentee	85 – 89.9*	20 - 29	Meeting with parents and further targeted intervention. Failure to move from a PA category could result in the student being asked to leave Ryburn Sixth
Excessive Persistent Absentee	Less than 85*	+ 29	Student could be asked to leave the Sixth form. Parents and Student referred to C&K careers.

#### \*Persistent Absence (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is having considerable damage to a student's educational prospects and we need both student and parental support and co-operation to tackle this. At this level of absenteeism, it brings into question a student's commitment and/or ability to succeed in their chosen studies and therefore, a different type of post-16 education route is likely to be more beneficial for the student if a student does not manage to make significant improvements in their percentage attendance.