

# Ellesmere Port Catholic High School

## Sixth Form Attendance Policy

### Status

School

### Rationale:

The Sixth Form Attendance procedure is designed to enable students to achieve their maximum potential and to treat them as young adults by adopting practices reflective of those in the workplace. It works in conjunction with the whole school attendance policy and other policies where appropriate. Every attempt will be made to address attendance issues informally and at an early stage to ensure students remain in the Sixth Form and succeed in their chosen courses. Formal disciplinary procedures regarding attendance will only be used when informal strategies have failed.

At EPCHS6 we believe in entering into a partnership with every single student. We believe in some basic principles. Everyone on the Sixth Form has the responsibility to help create a happy, learning environment. We want everyone to feel as though they are treated as an individual and a valuable person. We do not apologise for having high expectations and we expect all students to respond positively to the warm partnership existing between students and staff. On the rare occasion that we have concerns about attendance, students may be subject to our disciplinary procedure as detailed below.

### Our values: What really matters to us:

- Strong Catholic Ethos
- Ensuring every child is known
- High expectations of everyone
- Excellent leadership at all levels
- Excellent teaching
- Excellent behaviour and personal standards
- At the heart of the community

### Aims:

- To enable each student to fulfil their potential;
- To support students as they assume responsibility for their own learning and behaviour;
- To ensure acceptable standards of behaviour and percentage attendance;
- To maintain a safe and productive environment in which to work;
- To foster respect for self, others and property;
- To ensure that students are fully aware of Sixth Form procedures relating to student behaviour and attendance;

- To work in partnership with parents/guardians wherever possible;
- To ensure that the good name of the school is upheld.

**Attendance concerns:**

- Attendance falling below the school target of 95%.
- Attendance becoming erratic.
- Patterns of absence emerging.
- Student obtaining an increasing number of unauthorised absences.

**Informal disciplinary procedures:**

The efforts of staff at EPCHS are directed towards helping students and every attempt will be made to resolve issues regarding attendance informally, and at an early stage, to ensure students succeed.

As part of the informal disciplinary procedure students will receive:

- **Clear guidance** on the percentage attendance expected of them at the beginning and throughout their course.
- **A timely and clear indication** if their attendance falls below the required percentage, in order that they are aware of what is expected of them and the steps needed to remedy the situation.
- **Discussion or ‘quiet chat’** by form tutor or a member of the Sixth Form Team to indicate that their attendance needs attention and advise the student as to the improvement required.
- At this stage there is the option by both form tutor/member of the sixth Form Team to raise their concerns in a phone conversations home.

**Staged/formal approach to attendance:**

**Absence phone call**

Reasons	Action
<ul style="list-style-type: none"> <li>• First day absence phone call to be made by SFT to those students who have <u>not</u> contacted school to report an absence.</li> <li>• Students who are absent for two consecutive days and are identified as PP or PA will receive a phone call home from SFT.</li> </ul>	<ul style="list-style-type: none"> <li>• Call noted on Arbor (Communication log – Attendance call).</li> </ul>

**Identification stage**

Reasons	Action
<ul style="list-style-type: none"> <li>• Identification of students with attendance at school target of 95%.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance Officer CRO to send email home to identify attendance percentage as 95%.</li> </ul>

### Stage 1

Reasons	Action
<ul style="list-style-type: none"><li>Attendance falls below the school target of 93%.</li></ul>	<ul style="list-style-type: none"><li>Truancy call home.</li><li>Stage 1 letter sent to parents identifying attendance as 93%.</li><li>Formal meeting with student and HOY to discuss issues.</li><li>Action plan to address issues and set date to review progress.</li></ul>

### Stage 2

Reasons	Action
<ul style="list-style-type: none"><li>Failure to address the issues that led to stage 1.</li><li>Attendance falls below 91%.</li><li>Attendance becomes erratic.</li><li>Student has an increasing number of unauthorised absences.</li></ul>	<ul style="list-style-type: none"><li>Formal Written Warning 1 – Stage 2 letter sent home to inform parents/guardians of the issues regarding attendance and request for a meeting with HO6th and HOY</li><li>Medical evidence requested if absences are related to illness or medical appointments.</li><li>Action plan to address problem set and date to review progress will be fixed at the meeting.</li></ul>

### Stage 3

Reasons	Action
<ul style="list-style-type: none"><li>A student who fails to address the issue(s) that led to them being placed in Stage 2.</li><li>Attendance falls below 85%.</li><li>Students have 5 unauthorised absences in a term.</li></ul>	<ul style="list-style-type: none"><li>Final Written Warning 2 - Letter home to inform parents/guardians of the serious issues regarding attendance and the actions being undertaken to resolve the issues.</li><li>Parents/guardians are invited to attend a meeting with HOY, HO6th and Head teacher.</li><li>Reasons for being placed on Stage 3 explained in meeting with parents/guardians.</li><li>Student placed on an Absence Management Report which will be reviewed on a weekly basis. Parents will be informed of the outcomes of the review meeting.</li></ul>

Signed on behalf of the Governing Body

A handwritten signature in black ink, appearing to be a stylized 'R' or 'L' followed by a horizontal stroke.

(Chair)

**Date:** February 2019

Internal Leads: L Wilson/R Holmes

Review Committee: School Community Committee

**Date for Review:** July 2019