Sixth Form Attendance Guidelines

Bourne 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. This policy follows the whole School's Attendance Policy which can be viewed here. However, there are subtle differences in a Sixth Form student's timetable, hence the need for a more detailed policy.

All A-Level courses are intensive, and students cannot afford to miss valuable teaching and study time. As well as timetabled lessons students also have supervised study periods on their timetables for private study and independent work. In addition, students have several non-contact periods where they can either stay in school or study at home. Students are allowed to leave the school site during their non-contact periods.

It is a Sixth Form privilege to be able to study at home in their non-contact periods, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments, or their attendance and punctuality gives cause for concern. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should, therefore, aim for at least 95% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously.

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

The school will establish an effective system of recognition and celebration which acknowledges those students that have achieved outstanding attendance. We will challenge the behaviour of those students who give low priority to attendance and punctuality.

Sixth Form Attendance

Bourne Grammar School aims to:

- Ensure all students have an attendance record of at least 95%
- Make attendance and punctuality a priority for all those associated with the school, including students, parents, teachers and Governors
- Provide support, advice and guidance to parents and students
- Develop a systematic approach to gathering and analysing attendance-related data
- Implement a system of proportionate rewards and sanctions
- Recognise the need for support of the individual student in the event of significant periods of absence

Partnership

What the School Expects of Students

- Attend regularly, on time and ready to learn
- Fob in and out with a lanyard on entering and if exiting the building during the School day
- Attend Tutor Period daily 08:50 – 09:10 and arrive to all lessons on time
- Attend all other timetabled sessions, including Supervised Study, Assemblies, Lectures and Enrichment activities
- To inform a member of Sixth Form Team if there is any problem which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours
- Complete a Sixth Form Proposed Absence 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 also be signed by a parent/carer and given to the Sixth Form Administrator, at least 48 hours in advance.
- Students should not email or phone in their own absence. This is the parent/carer's responsibility.

What the School Expects of Parents/Carers:

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day and to not take holidays in term time;
- To contact school by either emailing absence@bourne-grammar.lincs.sch.uk , or by telephone on the **first day** their child is absent for any reason by 9.30am and then on **all** subsequent days by 9.30am. Please state your child's name, year group and reason for absence;
- To speak to a member of the Sixth Form Team if they know of any problem, which may prevent their child from attending school;
- To provide evidence to support a medical absence such as an appointment card/letter explaining the reason for absence;
- To complete an absence request form to request exceptional leave of absence.

What Parents/Carers and Students can expect from school:

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

Absences

Absences will be recorded as authorised for a number of reasons including illness, medical appointments (that cannot be scheduled outside of school hours), attendance at a day of religious observance, exceptional family circumstances such as bereavement. For a full list see the Working together to improve school attendance document.

Other authorised absences:

- Interviews for courses/employment that will begin after the end of their time in Sixth Form. *However, students should not miss lessons to attend interviews, shifts and inductions for part-time work;*

- University and Employer Open Days – students may attend up to five of these events over the two years in the Sixth Form;

- Work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance by completing a Sixth Form Proposed Absence Form. Parents/carers may wish to note that there is a scheduled week of work experience towards the end of Year 12. Please contact the School if you require further details.

Unacceptable reasons for keeping a child away from school are:

- Driving lessons (Absence is permitted for practical driving or theory tests);
- To look after siblings;
- To celebrate a birthday;
- To pick up or drop off at the airport;
- Sleeping in;
- One child is ill, so all are kept off school;
- Employment.

Signing In and Out

It is a requirement that we know who is in the School building at all times.

Students must make sure that they fob in every day with their lanyard even if they arrive late to School. They must also fob out each time they leave the building throughout the day and fob in on their return.

In-School 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

Absences – AM and P1

1. Identify any missing students from AM, Reg and P1.
2. Check Impact Suite (lanyard system) to see if these students have fobbed-in.
3. Phone any missing students (student mobile number) to establish their whereabouts and that they are safe. If a student says they are ill, ring parent to confirm and then update SIMS accordingly.
4. If parent cannot be contacted by phone, send standard InTouch message to parents**.**
5. Add comment on register when InTouch message is sent.

Absences – P2 to P5

1. Identify any missing marks from lessons or supervised study periods for students that we know are present in school. Attendance Officer to call the missing students and send an email to the teacher if an N (unexplained absence code) is on the register to check attendance.
2. Ring parents of any student who does not answer. If no contact with parent, then send InTouch message to parent.

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.

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 InTouch messages.

Attendance data will be captured every term, and this will inform the interventions and support that is put in place.

Lesson Attendance Concerns

Students are expected to achieve an attendance record of 95% or above for all lessons. Attendance data will be captured every term, and this will inform the interventions and support that is put in place.

STAGE 1

Attendance Below 95%

- Should attendance decline to 95% or below, a Stage 1 letter will be sent to parents/carers.

STAGE 2

Significant Attendance Concerns

- Should attendance continue to be a cause for concern, a Stage 2 letter will be sent to parents/carers.
- Sixth Form privileges will be revoked for a designated period of time. Students will be permitted to leave the site for lunch, but must otherwise remain on site throughout the day.

STAGE 3

Failure to address Attendance Concerns

- Student and parents/carers of the student will be invited to a meeting with HoY.
- Avenues of support will be explored if required.
- Attendance Contract issued and Sixth Form Privileges revoked until further notice by agreement.

STAGE 4

Continued Failure to Meet Targets of Attendance Contract

- Meeting with Head of Sixth Form to discuss reasons for persistent absence from school or lessons and refusal to engage in intervention procedures.
- The parents/carers of the student will be involved in the process.
- A written warning will be issued.

STAGE 5

Meeting with Head Teacher, Head of Sixth Form, student and parent/carer to review student's position in the School.

Funding regulations dictate that a student MUST be withdrawn from their course of study if they are absent for 20 consecutive school days. *An institution may continue to record funding for reasonable student absences of up to 4 consecutive weeks (28 days) if the student continues in learning after the absence. Institutions must withdraw students from their programmes if they do not return to learning after being absent for 4 weeks. ESFA does not distinguish between authorised and unauthorised absence for funding purposes.*

Examination Entry

The School will cover the cost of all examination fees as long as attendance remains at least 90%.

However, examination fees can be charged to students aged 16 to 18 in full time or part time education in the following circumstances:

i. *where the required attendance or completion of work has not been achieved*
ii. *where the student fails without good reason to sit the examination for which the institution has paid*
iii. *where a student resits an examination resulting from an initial examination failure (unless the repeat period of study is being funded by inclusion in planned hour returns)*
iv. *where a student resits an exam with the aim of achieving marginal improvements in grades (unless the repeat period of study is being funded by inclusion in planned hour returns)*
v. *qualifications leading to a GCSE grade 4 to 9 in English and/or maths where the student has not yet achieved either a grade 4 to 9 in these subjects are not treated as resits for this purpose*
vi. *institutions must ensure that requirements for attendance and coursework are applied reasonably and set out to students from the commencement of their programme. Absences or non-completion of coursework because of illness or other acceptable reasons are not grounds for charging*

https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision/advice-funding-rules-for-16-to-19-provision-2025-to-2026

Paragraph 16 in Section 2: Principles and conditions of funding

Sixth Form Attendance Protocol

Designated Lead Person/s	Mrs S L Shales, Head of Sixth Form
Created/Reviewed	Annually
Date of last review and by whom	July 2025 / Mrs S L Shales, Mr T Brooker and Mr M Brunker
Next Review Date	June 2026

Attendance Flow Chart

Stage 1

Attendance Letter 1 sent to parents/carers of students whose attendance is below 95%

Stage 2

Attendance Letter 2 sent to parents/carers of students with Significant Attendance Concerns

Sixth Form privileges revoked for a period of time

Stage 3

Failure to address Attendance Concerns

Parental/Carer meeting with Head of Year 12/13, Attendance Contract issued and Sixth Form Privileges revoked until further notice by agreement

Stage 4

Continued Failure to Meet Targets of Attendance Contract

Parental/Carer meeting with Head of Sixth Form. Written warning issued

Stage 5

Meeting with Head Teacher, Head of Sixth Form, student and parent/carer to review student's position in the School