



**Haydon School**

**ATTENDANCE & PUNCTUALITY  
POLICY**

**Sixth Form**

## ATTENDANCE &amp; PUNCTUALITY POLICY - SIXTH FORM

**1. Post-16 Students**

Whilst the same monitoring procedures are used for monitoring non-compulsory age students, the Participation officer will not be involved. The Heads of Year 12 & 13 will instead work with students and parents to improve their attendance, and will use the same strategies as used for compulsory age students.

**2. Key Stage 5 Attendance and Punctuality**

2.1 Year staff are responsible for the monitoring of attendance & punctuality for the students within their Year. They are supported by the Home/School Liaison Officer (HSLO) when necessary.

2.2 Haydon School uses the SIMS.net – lesson monitor. Every classroom contains a PC with the Capita software. Teachers register every lesson using 3 attendance codes:

/ = Present

N = Absent

L = Late

X= Not required to be in school. (This code is used to record sessions that non-compulsory school age children are not expected to attend).

2.3 Upon entering an L mark, teachers are prompted to enter into the system the number of minutes late. The other available attendance codes are entered into the system by Year Staff (Appendix 1).  
19.3

2.4 Form time begins at 8.40am. The registration during this time becomes the AM registration mark. The AM Register closes at 9.00am every day. The PM register mark is taken during their last lesson of the day.

2.5 Sixth Form students are required to attend form time for PSHE/Revision Skills sessions, assemblies, and for tutorials with their Form Tutor. If they do not have a tutorial schedule they do not need to attend form time and the Form Tutor will mark them with an X.

**3. Punctuality**

3.1 Punctuality to lessons is imperative to secure student progress and well-being. To support the below process the school's Data Manager will send home, via in-touch a Haydon School Bi-Weekly Pastoral / Attendance Report. This report will outline the student's authorised absences, unauthorised absences, and amount of 'lates' recorded for each lesson. The form tutors email address will be on the report for parent/carer contact.

3.2 The School's Attendance Officer will inform the Year Team of which students have had three or more late marks in a week.

3.3 Form Tutors / Year Team / Subject Leaders will use SIMS applications to ensure prompt action is taken to address attendance concerns such as truancy and lateness. The SIMS app (launched Autumn 2019) will provide parents with immediate feedback in regards to punctuality and/or truancy.

3.4 If punctuality is a concern over several weeks' communication home will come from the Form Tutor / Year Team informing parents/carers that their son/daughter will be on Stage 1 Monitoring and Support Report to their Form Tutor. (Appendix 2-possible

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example letter) This is recorded on the Attendance Tracking Document for the year group.

- 3.5 If punctuality does not improve communication home will come from the Year Team to arrange a possible meeting with the parent/carer. (Appendix 3-possible example letter) The students will be placed on a Stage 2 Monitoring and Support Report to the Deputy Year Leader for punctuality. This is recorded on the Attendance Tracking Document for the year group.
- 3.6 If punctuality does not improve communication home will come from the Year Team to arrange a possible meeting with the parent/carer. (Appendix 4-possible example letter) The student will be placed on a Stage 3 Monitoring and Support Report to the Year Leader for punctuality. This is recorded on the Attendance Tracking Document for the year group.
- 3.7 If punctuality does not improve communication home will come from the Year Leader or Assistant Headteacher for Sixth Form to arrange a possible meeting to discuss other consequences, including but not limited to: the removal of free periods from the student so they move towards a 100% timetable, or having days of internal exclusion for failing to improve punctuality. This is recorded on the Attendance Tracking Document for the year group.

#### **4. Attendance/Absence**

- 4.1 Student attendance is not a performance measure for post 16 education providers. Despite this, there remains a direct correlation between attendance and academic progress. This is the basis for our policy and procedures surrounding attendance in Haydon Sixth Form.
- 4.2 To support the below process the school's Data Manager will send home, via in-touch a Haydon School Bi-Weekly Pastoral Report. This report will outline the student's authorised absences, unauthorised absences, possible sessions, percentage attendance and amount of 'lates' recorded for each lesson. The form tutors email address will be on the report so parents can access them with ease.
- 4.3 Attendance will be monitored weekly by the Year Team. To monitor overall attendance and unauthorised absence in particular a spreadsheet will be issued to the Year Leader each week with cumulative percentages for both overall attendance and unauthorised attendance.
- 4.4 If a student is absent, parents are required to inform the school.

The form tutor will take the register at 8:40am.

If the parent/carer has contacted the school with a reason for absence such as but not limited to, a medical appointment or illness the Deputy Year Leader will amend the register accordingly.

If no communication is received from the parent/carer as to why the student is absent then an in-touch message is sent by the Deputy Year Leader informing the parent/carer of the student's absence.

- 4.5 If attendance is a concern, which is, 90% or below for overall attendance and/or 5% or higher unauthorised attendance communication home will come from the Year Team informing parents/carers that their son/daughter will be on Stage 1 Monitoring and

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Support Report to their Form Tutor. This is recorded on the Attendance Tracking Document for the year group. (Appendix 5-possible example letter)

- 4.6 If attendance does not improve communication home will come from the Year Team to arrange a possible meeting with the parent/carer. (Appendix 6-possible example letter) The students will be placed on a Stage 2 Monitoring and Support Report to the Deputy Year Leader for punctuality. This is recorded on the Attendance Tracking Document for the year group.
- 4.7 If, after Stage 2 reporting, student attendance remains at 90% or below and/or unauthorised absence remains at 5% or higher, and showing no signs of improvement, communication home will come from the Year Team to arrange a possible meeting (Appendix 7-possible example letter). The student will be put on a Stage 3 Monitoring and Support Report to the Year Leader. This is recorded on the Attendance Tracking Document for the year group.
- 4.8 If, after Stage 3 reporting, attendance does not improve, communication home will come from the Year Leader/Assistant Headteacher for Sixth Form to arrange a possible meeting to discuss with the parent/carer further consequences, including but not limited to: the removal of the student from studying one of their subjects, the removal of free periods from the student so they move towards a 100% timetable, or having days of internal exclusion for failing to improve attendance.
- 4.9 If a student's cumulative attendance is below 75%, for any one subject, without good reason, and showing little signs of improvement, in January of Year 13, they will not be entered for exams until exam fees are paid by their parents. Depending on the time of exam payment and entrance the cost will be single, double or triple. Graduated payment requests to parents are in line with increased costs from exam boards that will be payable by the school. (Appendix 8 provides an example). The rationale for this is supported by the Education Act of 1966, whereby payment for exam fees can be asked for by parents if, '*the student fails without good reason to meet any examination requirement for that syllabus*'. If a student is not regularly attending lessons, without good reason, for a particular examination syllabus, they will not have met the requirement for that syllabus. The rationale behind this aspect of the sixth form attendance policy is to encourage the best possible attendance levels. Imposing penalties acts as a deterrent against poor attendance.
- 4.10 The above interventions are recorded on the Attendance Tracking Document for the year group.

## 5. Consecutive days of unauthorised absence

- 5.1 For each day of absence an in-touch message is sent to parents/carers by the Deputy Year Leader as part of a safeguarding process.
- 5.2 If there are three consecutive days of unauthorised absence, with no reason provided by parents/carers the Deputy Year Leader is to phone home and inform the Year Leader. This is recorded by the Deputy Year Leader on the Attendance Tracking Document for the year group.
- 5.3 If no sufficient reason for the three consecutive days of unauthorised absence is given, after five days the Deputy Year Leader will phone home again and inform the Year

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Leader. This is recorded by the Deputy Year Leader on the Attendance Tracking Document for the year group.

- 5.4 If no sufficient reason for the five consecutive days of unauthorised absence is given, after seven days the Year Leader will phone home to arrange a meeting with the parent/carer and inform the Assistant Headteacher which line manages their year group and Safeguarding Staff. This is recorded by the Deputy Year Leader on the Attendance Tracking Document for the year group.
- 5.5 If the parent/carer does not respond to contact from the school, either the Home School Liaison Officer, or an appropriate member of the Year Team will conduct a home visit. This is recorded by the Deputy Year Leader on the Attendance Tracking Document for the year group.

## 6. Truancy

- 6.1 Teachers are to contact home for any student who truants a lesson.
- 6.2 Form Tutors are to contact home for any student who truants form time. If a student truants form time or assembly they will be issued with an imposition. The length of the imposition will either be 30 minutes or a reflection of the amount of time truanting from form time/assembly that week ie, 20, 40, 60 minutes. The Deputy Year Leader will inform parents of the imposition. Truancy to form time also contributes to a student's overall attendance and unauthorised absence figures, which will be dealt with as above in section four.
- 6.3 Persistent truancy will be tracked by Year Teams on the Attendance Tracking Document for the year group under the overarching category of, 'Attendance'. The procedures for dealing with unauthorised absences are listed above.

## 7. Exceptional Leave

- 7.1 Whenever a parent requests to take a student out of school for a period of leave, unless there are exceptional circumstances, the absence will not be authorised by the Headteacher, and the parent is reminded that the request contravenes the Home-School Agreement signed upon application to the school.
- I. It is widely known that the link between a student's attendance and attainment is irrefutable
  - II. Early poor attendance habits follow through from secondary school into employment
  - III. Haydon School adopts a policy of not routinely authorising Exceptional Leave. Individual extraordinary applications remain at the discretion of the Headteacher to authorise.
  - IV. Exceptional Leave will be refused in Years 11, 12 and 13.
  - V. Exceptional Leave will be refused when a student's attendance is less than 92.4%.
  - VI. Exceptional Leave will be refused when school is aware of any individual truancy.
  - VII. Exceptional Leave will be refused when request patterns become identifiable.
  - VIII. Reasons for Exceptional Leave will be logged on the student's record and shared as part of the transfer/transition process.
  - IX. Haydon School does not consider visits to family, medical treatment abroad or religious visits to be exceptional.

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- 7.2 Performance Licences for students who require absence time from school. The applicant (usually the Production Company or theatrical agent) is obliged to see the view of school. The Local Authority will issue Performance Licences based on information provided by applicants. The student in question must have attendance levels over the year of 90+% and making expected levels of attainment progress. If these thresholds are not met the Local Authority will support the school by declining to issue unreasonable requests for Performance Licences.

**8. University Visits**

- 8.1 Students are allowed three conditional, authorised days off school to visit universities per academic year. Before permission is granted by the Year Team a form of permission from teachers and parents is to be completed and handed in. Student absence for university visits without this permission will be unauthorised.
- 8.2 Some students may be called for interview by universities or apprenticeship providers. These will be authorised absences.

**9. Promoting Good Attendance**

- 9.1 Students that achieve 100% within each term are awarded a certificate, signed by the Year Leader and Headteacher celebrating their achievement. Students that achieve 100% during an entire academic year are presented with an award at the yearly Prize Giving ceremony.
- 9.2 By ensuring good attendance, Haydon School is promoting academic progress and student well-being.

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**Appendix 1****Absence and Attendance Codes**

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

**Present at School**

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

**Registration Code / \: Present in school / = am \ = pm**

Present in school during registration.

**Code L: Late arrival before the register has closed**

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

**Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Student Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

**Attendance codes for when students are present at approved off-site educational activity are as follows:****Code B: Off-site educational activity**

This code should be used when students are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual students. The school should record the student's absence using the relevant absence code.

**Code D: Dual Registered - at another educational establishment**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

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The main examples of dual registration are students who are attending a student referral unit, a hospital school or a special school on a temporary basis. It can also be used when the student is known to be registered at another school during the session in question.

Each school should only record the student's attendance and absence for those sessions that the student is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

**Code J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P: Participating in a supervised sporting activity**

This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W: Work experience**

Work experience is for students in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual students. Any absence should be recorded using the relevant code.

**Authorised Absence from School**

'Authorised absence' means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

**Absence codes when students are not present in school are as follows:****Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

**Code E: Excluded but no alternative provision made**

If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

**Code H: Holiday authorised by the school**

Headteachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case.



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which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the Headteacher's discretion.

**Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.

Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

**Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

**Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

**Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.

**Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

**Unauthorised Absence from School**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

**Code G: Holiday not authorised by the school or in excess of the period determined by the Headteacher.**

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If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided**

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended. This code should not be left on a student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

**Code O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U: Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

**Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

**Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a student is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the student's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

This code can also be used where a student is unable to attend because:

- The student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

**Code Z: Student not on admission register**

This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

**Code #: Planned whole or partial school closure**

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This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Suggested letters removed

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**Appendix 8- Example of entry fees provided by AQA**<https://filestore.aqa.org.uk/admin/library/AQA-ENTRY-FEES-2017-18.PDF> )ENTRY FEES AND OTHER CHARGES  
2017/18

## Entry details

### Dates and explanation of charges

#### Basedata

Basedata is specification, fees and timetable information in the inter-board common format. It is designed to be imported into school or college administration software. Please see [aqa.org.uk/basedata](http://aqa.org.uk/basedata)

#### Entry deadline

The final date for entries to be received by us before additional charges are applied.

#### Entry fee

The fee is charged in full for each entry.

#### Late entry fee

Charged for each entry for a **new** student received after the entries deadline for each exam series. This fee is 100% of the original entry fee and is in addition to the entry fee.

#### Very late entry fee

Charged for each very late entry for a **new** student received from the date specified for each exam series (see table of key dates on page 5). This fee is 150% of the original entry fee and in addition to the entry fee.

#### Amendment fee

Charged for each amendment to entries for an **existing** student made from the date specified for each exam series (see table of key dates on page 5). This fee is 100% of the original entry fee and is in addition to the entry fee for any new entry.

#### Withdrawn students

Entry fees will be refunded for each entry withdrawn by schools/colleges before the date specified for each exam series (see table of key dates on page 5). **Late, very late and amendment fees are not refunded.** No refunds are made for those withdrawn after these dates (except on medical grounds, where partial refunds will be considered) or where students are simply absent from the exam. Any request for a partial refund of fees must be accompanied by satisfactory supporting medical evidence. Fees paid cannot be carried forward from one exam or series to another.

#### Late awards (aggregations)

Subject award entries will be accepted without additional fees during the four week period immediately following the publication of results (until the closing date for enquiries about results).

#### Retrospective or very late awards

After the closing date for enquiries about results (four weeks after the results are published) requests for an award (aggregation) in that series or any previous series will incur an additional fee of £48.00 per student per subject award to be aggregated.

ENTRY FEES AND OTHER CHARGES  
2017/18

#### Table of key dates

Below is a table of key dates for exam series and the dates on which fees will be applied and charged.

Series	Basedata available	Entry deadline	Late entry fee applies from	Very late entry fee applies after	Amendment fee applies after	Withdrawn entries will not be refunded after
November	BG17	1 September 2017	4 October 2017	5 October 2017	25 October 2017	25 October 2017
January	1A18	8 September 2017	21 October 2017	22 October 2017	15 December 2017	15 December 2017
March	3G18	12 October 2017	21 January 2018	22 January 2018	21 February 2018	21 February 2018
June	6A18	13 November 2017	21 February 2018	22 February 2018	21 April 2018	21 April 2018
	6G18	13 November 2017	21 February 2018	22 February 2018	21 April 2018	21 April 2018

NB: June GCSE entries must be entered for linear assessment, ie each individual unit entry **and** the Award entry.

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**History**

<b>Date</b>	<b>Issue</b>	<b>Status</b>	<b>Comments</b>
May 2019	1	New	To student committee 27.06.19 Approved to FGB for ratification 11.07.19. Approved