



CAISTOR GRAMMAR SCHOOL SIXTH FORM ATTENDANCE POLICY

Approved by Full Board of Trustees:

May 2025

Last reviewed:

March 2025

Signed:

Lucy Jackson

Chair of Trustees

1. Attendance

Caistor Grammar School takes attendance in the Sixth form very seriously and we acknowledge that good school attendance plays an essential part in the academic development for post 16 students.

All level 3/Post-16 courses are intensive, and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students also have non-contact periods on their timetables for private study and independent work.

If students are granted the privilege of studying 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non-contact periods, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. 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 96% 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.

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 to improve student attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

Arriving punctually and attending all timetabled lessons and activities (e.g., assemblies, registration, the compulsory tutor periods, and specially planned conference days) is fundamental to progress in the Sixth Form. Failure to attend lessons without a valid reason will result in parents being informed.

Sixth Form Attendance

2. Aims:

Caistor Grammar School is committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled

- Acting early to address patterns of absence
- Earlier interventions for students at risk of Persistent Absence and Persistent Absence
- Building strong relationships with families to ensure students have the support in place to attend school
- Increased awareness of impact for parents taking term time holidays with the aim to decrease term time holidays

We will also promote and support punctuality in attending lessons by using Bromcom to report when students are late to the lessons.

Partnership

What the school expects of students:

- Attend regularly, on time and ready to learn
- When in school, attend all lessons and arrive to all lessons on time
- Register and attend all other timetabled sessions, including supervised study, private study, assemblies and Personal and Professional Development (PPD) on a Monday and Friday P1
- To sign in at Reception if they arrive late
- To tell the Sixth Form Pastoral 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
- To complete a leave of absence form for any planned absences

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
- To contact school by email/ telephone on the first day their child is absent for any reason by 8.30am and then on all subsequent days by 8.30am.
- Share specific reasons for student absence
- To not take holidays in term time
- To speak to the form tutor, Attendance Officer, Head of Sixth Form or Deputy Head of Sixth Form if they know of any problem, which may prevent their child from attending school
- To provide evidence to support absence, when requested, such as an appointment card/letter
- Provide the school with more than 1 emergency contact number for their child
- To complete a Request for Absence 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
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers

Reasons for Absences

Acceptable reasons for being absent from school, set by the Department for Education:

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has toothache and has an emergency appointment
- A day of religious observance by the religious body to which the student's parent/carer belongs
- There is a close family bereavement
- Interviews for courses/employment that will begin after the end of their time in Sixth Form.

Planned Absences

- University and Employer Open Days – students may attend no more than four of these events in an academic year
- 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 and avoided where possible. These requests should be submitted at least a month in advance, using the Request for Absence form, available on the school website. Parents/carers may wish to note that there is Wednesday afternoon set aside for Work experience and a scheduled week of work experience towards the end of Year 12. Please contact the school if you require further details
- Students should not miss lessons to attend interviews, shifts and inductions for part-time work

Unacceptable reasons for keeping a student away from school could be:

- Term time holidays
- To mind the house
- To look after siblings
- To go shopping
- 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
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Driving lessons
- Adverse weather conditions

If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence. Parents/carers will also be asked to provide medical evidence if a student is absent frequently.

Leave of absence will not be given to enable a student to undertake employment during school hours.

Students are not allowed to take family holidays in term time as the loss of teaching and learning time is rarely recovered.

(This list is an example and is not intended to be exhaustive.)

Signing In and Out/Off site

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

Students must make sure that they register every day and sign in each time they are late to school. They must also sign out each time they leave the building throughout the day and sign in on their return. Students are to sign in and out via the electronic points located in main reception, Casterby House and the Olympic Torch Building.

If you are ill during the School day and need to go home, you must inform the school office staff who will then contact your parents. You must not simply sign yourself out in this instance.

You must wear your lanyard for means of identification throughout the school day.

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.

Lesson Attendance Concerns

Attendance and lesson attendance are monitored each day and daily contact will be made with home where there are immediate concerns.

Attendance Monitoring

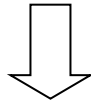
Parents will receive a letter each half term informing them of their child's attendance percentage.

The letter will state the category of attendance their child falls into. These are in line with those determined by the DfE. If a child does not fall into the category of good attendance, support is offered to the families. Such information will be shared with parents after the first half term, in November and half termly thereafter.

If concerns are raised the process for below 95% is summarised below:

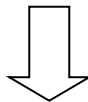
Stage 1 - Attendance Below 95%

A letter will be sent home if a student's attendance falls below 95%, informing parents that attendance has fallen below the expected attendance.



Stage 2 - Attendance below 90%

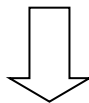
Should attendance not improve an School attendance panel (SAP) meeting may be arranged, where Parents/carers of the student will be invited to a meeting with the Attendance Officer and a member of the 6th Form Pastoral team



Stage 3 – Attendance below 85%

Parents/carers of the student will be contacted again and invited to a further meeting to discuss and implement strategies to support improved attendance.

Stage 3a In line with the whole school policy if a student accumulates 10 sessions of unauthorised absence in a 10 week period, this would be cause to progress to stage 4.



Stage 4 – Should there be no genuine reason or circumstances to explain this level of absence, the school reserves the right to withdraw the Sixth Form Place permanently.