

ANGLO EUROPEAN SCHOOL



ATTENDANCE AND PUNCTUALITY POLICY Sixth Form

Approved by:	Curriculum
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Review:	Annual
Non-Statutory Policy	

ATTENDANCE AND PUNCTUALITY POLICY

At the Anglo European School, we expect that all students attend school each day the school is open and available for attendance for education. We expect students to arrive on time to school and be ready to learn. We take attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in the academic development of post 16 students. All Level 3 courses are intensive, and students cannot afford to miss valuable teaching and study time.

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, organized and someone who takes their responsibilities seriously.

Independent Study

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in the afternoon, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments or is beyond their academic targets. In such cases students will be scheduled to work within school and their attendance in the Study Library will be monitored.

Signing in and out is a legal requirement to enable us to know who is in the school building at all times. This is achieved by signing the book outside the Sixth Form office and by using biometrics at the gates.

The school will establish effective systems to monitor and improve their attendance and punctuality and will challenge students who do not attend school regularly or on time.

Context:

High levels of attendance ensure that:

- every student has access to the full-time education to which they are entitled;
- students succeed whilst at school;
- students have access to the widest possible range of opportunities when they leave school;
- students' welfare and safety is promoted.

Policy Aims:

- Improve students' achievements by ensuring high levels of attendance and punctuality.
- Create an ethos in which good attendance and punctuality are recognised as the norm and are seen to be valued by the school.
- Raise awareness of parents, carers and students of the importance of uninterrupted attendance and punctuality at every stage of a student's education.
- Work in partnership with students, parents, staff and the Local Authority (Attendance Compliance) so that all students realise their potential, unhindered by unnecessary or persistent absence.
- Promote a positive and welcoming atmosphere in which students feel safe, secure and valued and encourage a sense of belonging so they want to attend school
- Establish an effective system of monitoring attendance to ensure no student slips through the attendance net, compromising their safeguarding and well-being
- To recognise and celebrate good or improving attendance

- To prepare students adequately for the world of work

The school will:

- Provide a positive learning environment, which values, challenges and supports every student through providing opportunities for them to achieve as their own individuals.
- Encourage good attendance by ensuring lessons are challenging, stimulating and rewarding for students, thereby leading to students wishing to attend.
- Promote the fact that parents/carers have responsibility for ensuring their child's good attendance and punctuality, working together with parents, other professionals and agencies to ensure that all students are encouraged and supported to develop good attendance habits.
- Recognise that parents have a vital role and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns surrounding attendance
- Examine attendance figures and set targets annually, reviewing these termly.
- Regularly review its system for improving attendance and punctuality, taking into account changes in the Education Law.
- In line with recommended guidelines, Attendance at 90% or below means that a student has fallen into what is called the Persistent Absentee (PA) Category, a criterion set by the Government. AES will endeavor to reduce the number of students with persistent absence, (10% or above), as required by the Department for Education (DfE). The school will actively work with parents/carers and students, along with outside agencies and professionals, as necessary, to achieve these aims and all PA students and their parents will be subject to a school-based meeting where a plan will be written to support an improvement.
- The Sixth Form Attendance Officer will monitor the attendance of all students on the registers daily, identify patterns in absence and intervene appropriately to address concerns, liaising with parents as the first point of contact on the first and subsequent days of absence.

Parents/Carers will:

- Ensure their child/children regularly and punctually attends school
- Inform the school of the reason for any absence before 9.00am each day by e-mailing attendance@aessex.co.uk citing the student's name, tutor group and the reason for absence.
- Work actively with school staff and the Sixth Form Attendance Officer/ Tutor/ Curriculum Manager to solve any problems which develop regarding attendance or punctuality.
- Provide the school with medical evidence when the school requires it due to their child/children being ill/having treatment e.g. appointment card, prescription, letter from a doctor, which the school will photocopy for their records. The school may usually only request medical evidence when the student's attendance percentage falls to 90% or below, or the child is absent from school for five consecutive school days or more. In this case, an "eyes on" meeting or home visit may be arranged.
- Make application for a leave of absence at least two weeks in advance by the school via the "Application for Leave of Absence from school during Term Time" form on the website for each student, knowing this will only be granted in exceptional circumstances.

The School Expects Students to

- Attend each day the school is open for education, on time and ready to learn
- attend all lessons and arrive to all lessons on time
- Register every morning, attend form periods, assemblies, Citizenship, tutor period, study periods in school and CAS hours
- To sign in at the Sixth Form office if they arrive after registration time

- To tell a member of Sixth Form Team if there is any problem, which may prevent them from attending school or a lesson
- Make every effort to make dental/medical appointments outside of school hour

Ensure their parent/carer informs the school if they are running late or need to leave the school early. Students must sign out with the Sixth Form office should they be authorised to leave the school early.

Types of Absence

Authorised absence:

This is when a student has been away from school for a reason such as genuine illness or other unavoidable causes and the school have received notification from parents/carers. For example, if a student has been unwell and the parent emails attendance@aessex.co.uk on the morning of the absence to explain the reason. The decision to authorise absence is made by the Headteacher. Absence for the following reasons could be authorised and it is anticipated that parents will confirm their child's expected return day to school:

- Illness, but if more than five school days we will need medical evidence in order to authorise
- Medical/dental appointments which unavoidably fall in school time; you may be asked to provide medical evidence before it can be authorised
- Days of religious observance
- Exceptional family circumstances e.g. bereavement
- If permission for the absence has been granted in advance by the Headteacher e.g. authorised participation in a national sporting event, Music examination, or educational activity off site
- Transport arranged by the Local Authority (LA) has failed to arrive where the student lives beyond statutory walking distance
- A traveller family are travelling for occupational purposes
- The student is prevented from attending by an unavoidable cause
- There is a close family bereavement/funeral
- Interviews for courses/employment that will begin after the end of their time in Sixth Form.
- University and Employer Open Days. students may attend no more than three of these events in an academic year
- Work experience, as arranged in scheduled weeks by the school or additional requests for term-time leave for essential work experience (e.g. medicine, law) will be considered on a case-by-case basis. These requests should be submitted at least 5 working days in advance.
- Exams and assessments including Driving test, Music exams and academic tests for college entry.

At AES, we interpret 'exceptional circumstances' as being of unique and significant emotional, educational or spiritual value to the student, which outweighs the loss of teaching time (as determined by the Headteacher). The fundamental principles for defining 'exceptional' are events that are 'rare, significant, unavoidable (an event that could not reasonably be scheduled at another time) and short'.

Unauthorised absence

This is when the school does not consider the absence to be reasonable and for which an unauthorised mark is given. These include parents keeping their child off school unnecessarily, absences which have never been explained or evidenced or which no leave of absence has been granted by the Headteacher in advance. Parents/carers are required to contact the school on every morning their child is going to be absent unless told otherwise. Absence will be recorded as unauthorised when the school consider the reason for absence to be unacceptable. This could include the following, though this is by no means an exhaustive list:

- No good reason for absence
- Truancy during the school day
- Shopping
- Overslept
- Looking after siblings
- Missed transport
- Birthdays
- Day trips and holidays not authorised by the Headteacher
- Extensions to holidays to achieve cheaper flights
- Not enjoying a certain subject
- Where medical evidence has not been provided for physical or mental health and the level of the students' absence is a concern
- Students should not miss lessons to attend interviews, shifts and inductions for part-time work
- Driving lessons
- Part- time employment

All unauthorised absence from school will be coded appropriately.

LONG TERM ABSENCE AND RETURN TO SCHOOL

If a student is absent from school longer than a period of 5 school days due to illness or a medical condition, 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.

Where appropriate, teachers may arrange for work to be sent home during the absence period, where medical evidence is supplied to confirm that the student cannot attend school but is well enough to complete work from home.

This will be organised by the Curriculum Manager . Students who have enforced long periods of absence from school, for whatever reason, need their return to school managed carefully. A re-integration period may be required and the Curriculum Manager may meet with parents and the student before the student returns to discuss any worries they may have about returning to school.

A phased return may be agreed but only with the agreement of the Headteacher.

Parents who apply for leave of absence

Taking holidays in term time affects student's schooling as much as any other absence and we expect parents to help us by not taking students away in school time. Parents should not take their children out of school (unless authorised by the Headteacher) in term time. However, parents are able to request up to 10 days leave of absence in any one school year. This will only be granted in exceptional circumstances. The Headteacher will decide whether there are exceptional circumstances. This is not a legal right and in deciding whether or not to authorise the absence, the Headteachers will give consideration to the following:

- The student's attendance record;
- The student's academic progress and the nature of the activities the student will miss;
- The relevance of the absence to a student's progress, culture, educational worth and impact on them

- Whether the absence could reasonably take place during the 175 days in the year that the school is closed.

The nature of education at the AES means that students are often required to be out of school because of our international visits programme and other activities. The Headteacher will be reluctant to authorise additional absence because of this unless there are deemed to be exceptional circumstances. We require 10 school days' notice for leave of absence.

Leave of absence will **not** be authorised if:

- The absence has already occurred and application is made retrospectively
- A student's overall attendance is less than 90%;
- Requested during an examination or test session;
- The absence means that a student will have taken more than 10 days' holiday;
- It is for a holiday that could reasonably be taken during school closure;
- It is for the purposes of gaining cheaper travel arrangements
- There are any concerns over a student effort, behaviour or progress;
- It is for spectating at music or sporting events.

Absence from Lessons

Sixth Form students are expected to attend all timetabled lessons on time. Any student who does not attend without prior authorisation by the Sixth Form Team will incur sanctions in accordance with the behaviour policy.

REMOVAL FROM THE SCHOOL ROLL

This should be instigated by the Attendance Officer, with the Headteacher's approval, in liaison with the = Director of Sixth Form and the Admissions Officer, in the following circumstances:

- The school has received confirmation from another school that the student has transferred to them.
- The student's parents have advised in writing that they are withdrawing their child from the school roll in order to home educate them or as a result of them moving home/school
- The student has ceased to attend the school and no longer lives or boards within travelling distance of the school. The school will write to the parents/student explaining this will happen and asking them to consider returning to school and working with the school to improve attendance within a given period to avoid this.
- A certified medical professional has confirmed that the student's health means they will not return to the school before reaching the end of the course due to ill health.
- Permanent Exclusion: The LA will be made aware of such a removal from roll.
- The students' attendance has dropped below 80% and continues to do so despite interventions and support.
- The school will not be funded for any student with four week's consecutive absence from school without medical notification. Hence, in line with this funding rule, AES policy is that if students do not attend school for four weeks and do not provide such notification, they may be taken off roll. The school will send a letter home explaining that this is likely to be the case and that if they do not return to school within a given time, the student will be taken off roll and again after this decision has been made so parents are aware this has happened.
- Parents remove them from roll to provide home education.

In order to remove a student from roll, parents/carers are required to inform the school or the school to inform the parents in writing.

Promoting Good Attendance:

- AES promotes good school attendance at parents’ information evenings, on the school bulletin, via assemblies and tutor time.
- School credits are awarded to students for consistent and improved attendance with e-mails sent home to recognise the top achievers each month.

Appendix A

Interventions

Punctuality

Concern	Action
1 st Punctuality concerns raised by tutor/ Attendance Officer	

2 nd Punctuality concerns raised	
3 rd Punctuality concerns raised	
4 th Punctuality concerns raised	
Attendance	
1 st Attendance concerns raised during YL/AHT meeting.	Form Tutor meeting with student and letter 1 to parents. Monitoring by tutor. Medical evidence sought if appropriate.
2 nd Attendance concerns raised during YL/AHT meeting.	YL and student meet with parent/carer as an Attendance Based Meeting. Attendance agreement issued with Letter 2. 4 week's monitoring by Year Leader
3 rd Attendance concerns raised during YL/AHT meeting.	Attendance Based meeting with Director of Sixth Form. Written warning given via Letter 3. 4 week's monitoring by Director of Sixth Form. CIAG interview organised.
4 th Attendance concerns raised during YL/AHT meeting.	Meeting with Headteacher. Possible withdrawal of Sixth Form place.

Appendix B

Key to Codes used in registers

/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration (attending other estab.)
E	Excluded (no alternative provision made)
G	Family holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness (not med/dental appointments)
J	Interview
L	Late (before registers closed)
M	Medical / Dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs (not covered by other code)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	Planned whole or partial school closure
Y	Unable to attend due to exceptional circumstances
X	Non-compulsory school age absence/ Covid related isolation pending PCR tests
Z	Pupil not on roll
-	All should attend / No mark recorded

Appendix C

Attendance concern – Letter 1

Dear Parent name

Re: Student Name

I am writing to advise you of my concerns regarding *student name* attendance to school. Our records state, that from the beginning of this academic year, *student name* attendance is xxxx%. This is clearly a cause for concern, as poor attendance is closely linked to student progress, attainment and future prospects. Regular attendance and punctuality to school enables students to make sustained progress and achieve well.

We have met with *student name* today and have discussed a number of issues which appear to be barriers to good attendance including.....It is in *student name* interest, that we work together, to ensure an immediate and sustained improvement in his attendance and we would appreciate a conversation with you about how this can be achieved. XXXX, tutor will be in contact with you to share our concerns and listen to your views on this matter. We will continue to monitor *student name* attendance and the progress they are making in working towards significantly improving this and will report on his progress to you.

If there are mitigating circumstances for this level of absence, or any medical evidence to explain this, please ensure this is shared with the school as a matter of urgency.

Yours sincerely

Attendance Officer

Attendance concern – Letter 2

YL and student meet with parent/carer as an Attendance Based Meeting. Attendance agreement issued with Letter 2. 4 week's monitoring by Year Leader

Dear Parent name

Re: Student name

I am writing to you following on from the letter you previously received advising you of our concerns regarding *student name* attendance to school. Our records show that *student name* has not improved his attendance since receipt of that letter.

Our records state that from the beginning of this academic year *student name* attendance is xxxx%. As stated in our previous correspondence, we expected an immediate and sustained improvement in *student name* attendance, however this has not been the case. We would therefore now like to invite you to an Attendance based meeting on ???? at ??? to discuss the matter further and what further support and interventions the school and you can implement to improve ??'s current attendance.

At this meeting, an Attendance agreement will be drawn up with ??? which will outline the key expectations for improvement, their responsibility for engaging and what support we will put in place to ensure they make progress. A 4-week period of close monitoring will take place against these objectives.

Please can I remind you that you are required to explain all absences which, in the case of illness, including mental health issues, may have to be supported by medical evidence, if this has been significant.

If the meeting is not convenient and you are unable to attend at this time, please contact the Sixth Form office to arrange an alternative date and time.

Yours sincerely

Year Leader

Attendance concern – Letter 3

Attendance Based meeting with Director of Sixth Form. Written warning given via Letter 3. 4 week's monitoring by Director of Sixth Form. CIAG interview organised.

Dear Parent name

Re: Student name

Regrettably, we need to write again to inform you that ???'s attendance continues to fall below acceptable levels and despite the school implementing the agreed programme of support, ??? has not engaged effectively with this and their current attendance is ???

We would now like to invite you to a further Attendance Review Meeting with the Director of Sixth Form. would on *date* at *time* to discuss this matter with the view of improving *student name* attendance to school. In this meeting we will review the support and strategies needed to facilitate *student name* to attend school on a regular basis.

At this meeting, we will also make you aware of the possible consequences of not improving attendance, one of which includes withdrawing ??'s place in the Sixth Form. I'd be grateful if, in advance of the meeting, you can discuss with ??? their thoughts on this matter, possible alternative establishments for further training and education and any support and guidance they would appreciate on future pathways. At this meeting we will offer ??? an independent Careers Advice and Guidance interview with a Careers Advisor from Directions.

We look forward to meeting you then.

Yours sincerely

Assistant Headteacher/ Director of Sixth Form

Attendance concern – Letter 4

Continued Failure to Meet Targets of Attendance Agreement will mean:-

- Meeting with the Headteacher and Director of Sixth Form
- Unless the matter can be resolved, the Headteacher will ask the student to leave Sixth Form if student is persistently absent from school and refuses to engage in intervention procedures.
- The school will provide support, references and advice about next steps and alternative provision

If attendance falls below 85% and there has been no improvement in levels of attendance, despite all efforts, the school reserves the right to consider exclusion, under the Behaviour Policy.

Dear Parent name

Re: Student name

I am writing to inform you that ??? has failed to meet the attendance agreement and associated targets set for improving attendance. Therefore, I am now writing to invite you to meet with the Headteacher to bring this matter to a conclusion.

Unless the matter can be resolved, and ?? starts to engage with the intervention process, it is likely that we will move to exclude under the Behaviour Policy ???'s place from the Sixth Form. Please attend a meeting with the Director of Sixth Form and the Headteacher at *Time and date* to discuss how we move forward now or provide ??? with an educational environment better suited to their needs and what support they will need to achieve this.

Yours sincerely,

Headteacher

Appendix D

Monitoring Absence and Procedures to enforce attendance

The Attendance Officer will monitor all absence daily. They will record details of students who are absent, arrive late to school or go home early.

If an absence message has not been received by the school by 9.30am, the Attendance Officer will then contact the parents/carers via 'Truancy Call' to inform the parent of the absence and to establish the reason the student is not in school. Parents will receive a truancy call by 12:00 noon.

For each day a child is not in school the parent must inform the school of the child's absence. For each day that the school does not receive notification of a child's absence a truancy call will be sent to the parent.

If a student's attendance falls below 90% for no justifiable reasons which are not being addressed collaboratively by the school, parents and student, showing improvement as a result, the following system will be triggered:-

STAGE 1 – Sixth Form/Attendance Team Intervention

Attendance Below 95% (taking into account individual circumstances)

- The student will be invited to attend a meeting with a member of the Sixth Form/Tutor. This meeting is an opportunity to discuss in detail the issues/barriers that are impacting on the student's attendance to school.
- A letter will be sent to parents/carers informing you that this meeting has taken place and actions agreed.
- Attendance will be monitored closely by the form tutor for 4 weeks.

If a student's attendance has been identified as a continued medical cause for concern, the Curriculum Manager will ask the parents/carers to provide the school with appropriate medical evidence for absences, in the form of either of the following:

- Appointment card/letter (for absence of part or a whole day)
- Photocopy of prescription from GP or pharmacy
- Letter from GP

If there is an extensive period of absence due to medical reasons, the Attendance Officer may ask for the permission of the parent to contact the student's GP to confirm that the medical condition prevents the student from attending school and to establish a possible return date for the student.

STAGE 2 – Sixth Form Attendance Intervention (Attendance falls below 90%)

Continued Poor Attendance will trigger:-

- Parents/carers of the student will be invited into school for an attendance-based meeting with the , Curriculum Manager and Director of Sixth Form, where we will address the main issues and agree targets and support actions to help improve your child's attendance with agreed support from parents and any relevant professionals.

- An Attendance Agreement will be agreed with targets and action points put into place, signed by the member of the Sixth Form Attendance Team, the student and parent/carer.
- Monitoring of attendance and review your child's attendance over the following weeks to identify any significant improvement in their attendance. If this has been achieved, then no further intervention/action will be taken at this stage. The tutor will continue with daily attendance monitoring and weekly check-ins.

STAGE 3 – Director of Sixth Form Intervention (attendance falls below 85%)

Should attendance not improve, or decline further we will implement the next step, as agreed at the previous Attendance meeting. Failure to Meet the Targets set by the Attendance Agreement will lead to:-

- Parents/carers of the student will be invited to an Attendance Review meeting with the Director of Sixth Form with parents/carers.
- A student contract will be issued of the school's intention to request the student leave the Sixth Form if attendance has not improved in the following 4 weeks and the attendance agreement will be re-issued with any appropriate amendments.
- An independent careers interview being offered to motivate the student to meet destination aims.

STAGE 4 – Headteacher Intervention (attendance falls below 80%)

Continued Failure to Meet Targets of Attendance Agreement will mean:-

- Meeting with the Headteacher and Director of Sixth Form
- Unless the matter can be resolved, the Headteacher will ask the student to leave Sixth Form if student is persistently absent from school and refuses to engage in intervention procedures.
- The school will provide support, references and advice about next steps and alternative provision

Please note that AES reserves the right not to pay exam entry fees of any student if their overall attendance falls under 80%

Appendix E

Managing Registration:

An electronic registration system is used. School staff will complete accurate registers at the beginning of each registration and lesson. AM registration begins at 8.55am each school day and Period 3 is used as PM registration. Registers close 30 minutes after these times.

Senior staff and Year Leaders man the late gate after registration has started. If a student arrives after the student entrance is closed at 8.55am, they must sign in at Student Services or by staff at the gate and will be recorded as being late. The Attendance Officer will then enter them into the electronic registration system.

Appendix F

Enforcing Punctuality Procedures:

All students are registered in school using the school's information management system. The teacher will take the register at the start of the lesson and ensure they have made a visual check that students are present. If a student arrives after the register has closed the teacher will check the student's whereabouts with the Attendance Officer.

School begins each day with registration which starts at 08.55. The register is closed once the teacher has finished taking the register. Students arriving in school after 08:55 will enter school via the Late gate next to C Block. Late students without proof of a valid reason will receive a breaktime detention on the same day which will be issued by their Curriculum Manager or member of SLT at the gate, in addition to waiting under the canopy with senior staff for the duration of the AM registration period.

Only the Headteacher can authorise lateness to school and any contested late marks will have to be authorised by the Headteacher. If there is a legitimate reason for lateness, then a 'L' code will be entered in the register. If there is no good reason for lateness after 9.30am (when registers are closed) then a 'U' code will be entered as this is unauthorised lateness to school.

The Attendance Officer will continue to update registers throughout the morning session indicating either 'L' codes or 'U' codes. All unauthorised lateness to school will be marked using a 'U' code.

Lateness is closely monitored by the Curriculum Managers and Director of Sixth Form, using the school's information management system and the RAP (Raising Attendance and Progress) report. This report is shared with the Sixth Form Team, and SLT on a fortnightly basis. This report indicates lateness both to AM registration and to lessons. Any student who arrives late to school or to lessons three times in any Half Term will be expected to attend a Curriculum Manager detention after school.

If the morning registration punctuality of this student does not improve following this sanction, they will be placed on registration punctuality report which will require them to sign in at the Sixth Form office between 8.30 am and 8.45 am every day for a two-week cycle. Students who are consistently late to lessons will be placed upon a lesson punctuality report for a two-week cycle. If either report is unsuccessful the Curriculum Manager will meet with parents to share concerns and implement support strategies, engaging with external professionals as necessary.

Failure to make progress in their punctuality after this intervention will require a meeting with the Director of Sixth Form and the student being placed upon a Senior Report. If the conditions of the Senior Report are not met then the student will be required to meet the Headteacher to discuss the situation further.