

Wellington School

Sixth Form

Attendance Policy

2019~2020



Name.....

Tutor Group.....

I can confirm that I have read and accept the attendance policy agreement that forms part of my membership of the sixth form at Wellington School.

Student Signature.....

WE/I can confirm that we/I have read and accept the attendance policy agreement that my son/daughter has to follow in order to be a member of the sixth form community at Wellington School.

Parental Signature.....

Rationale

Wellington School takes attendance in the sixth form extremely seriously and we acknowledge that high attendance plays an essential part in academic development for Post 16 students.

All A level courses are intensive and students cannot afford to miss valuable teaching and study time.

It is crucial to note that not only does an exemplary record of attendance contribute to academic excellence but it is also indicative of the character of an individual. A high attendance record can demonstrate that a student is dedicated, well-motivated and takes their responsibilities seriously. Attendance records are also heavily considered when applying to higher education establishments, apprenticeships or employment.

In addition to timetabled lessons, students also have allocated periods of non-contact time for independent study. Students must report to the sixth form private study area during these periods. It is also a compulsory part of sixth form life to attend tutor time each morning and afternoon and enrichment activities on a Wednesday afternoon.

Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment and their wider experience of life in the sixth form community. Students should therefore aim for **at least 96% attendance for the year. Unless there are exceptional circumstances, any student that continually falls below this mark of attendance may jeopardise their place in the sixth form at Wellington.**

Students must attend and be punctual for tutor time each morning from 8.30-8.50 and afternoon from 2.00-2.05. Attendance at these sessions and enrichment activities are compulsory and poor punctuality will not be tolerated. **If any given lesson, tutor session, enrichment activity or private study period is missed without prior permission then the student will be expected to stay at the end of the same day to make up the time.**

Commitments to an outside paid job will not be accepted as an excuse not to make up this time.

Medical and dental appointments should be minimal and avoided where possible. If they are unavoidable then you must contact the School to make us aware of this.

Transition from Year 12 to Year 13

Due to the demanding nature of the new A Level courses, the transition from Year 12 to Year 13 is not guaranteed. Not only must students achieve as close to their target grade as possible at each assessment point, they must also have maintained a good record of attendance. We encourage parents/carers to take an active interest in ensuring students attend school regularly and punctually. Parents will be informed termly of attendance and punctuality and will be made aware when a problem arises.

Friday 5

During Year 13, some students that meet the required criteria will be allowed to leave the School site at lunch time on a Friday and will have no lessons during the afternoon. Part of this reward criteria will be 100% attendance to all lessons, enrichment and private study sessions during the course of this week. If a student misses these sessions due to any reason (including medical/dental appointments) they need to make up this time on a Friday afternoon, in addition to catching up with the work on the same day that it is missed.

Unavoidable Absence

If, on occasion, the absence of a student is unavoidable then School should be contacted by a parent, carer or guardian on the first and each subsequent day of absence (or where part of a day is to be missed) and before 9.30am. This can be done by telephone (0161 928 4157 and then press '2' for sixth form where you will be able to leave a voicemail message directly with Mrs Wilson), email to admin@wellington.trafford.sch.uk or by letter to Mrs Wilson or your son's/daughter's form tutor.

It is also crucial that a note signed by a parent/guardian is then brought in by the student upon their return to School. This should be given to the tutor and will then be kept in the students' folders as evidence of absence. If you fail to make the School aware of the reason for the absence this will be recorded as unauthorised. Upon returning to School it is the students responsibility to catch up with all work missed.

Authorised absence

Only schools can authorise a student's absence, following guidelines set out by the Local Authority and the Department for Education. There are very few reasons why absence may be authorised and they include:

- Sickness that requires the student to stay off (continued medical issues will require evidence to be provided where frequent absences become a concern e.g. a GP's note).
- Days of religious observance
- Exceptional family circumstances, e.g. bereavement
- Medical appointment (but only for the duration of the appointment).
- Authorisation will be given for up to three university visits per academic year

Unauthorised absence

This is when a pupil is absent from school without the authority of the school. It's also called truancy.

None of the following reasons is an acceptable excuse for not going to school

- Time off for a minor ailment
- Holiday in term time
- Oversleeping
- Taking a 'long weekend'
- Looking after a brother or sister
- Taking the rest of the day off before or after a medical appointment
- Paid work commitments outside of School.
- Driving theory tests.
- In excess of three university visits per academic year.

Punctuality is also very important. If a student is persistently late for morning and afternoon registration or lessons, then they will be asked to attend a formal interview and further action may be taken.

Intervention Plan

Failure to meet the 96% attendance mark will result in the need for intervention from the sixth form team. This intervention will be in stages and students will be given opportunities to discuss any issues that may be affecting their attendance and rectify these issues as soon as possible.

Ultimately if attendance is continually a cause for concern despite intervention then the student may be required to forfeit their place in the sixth form.

