

Sixth Form Attendance Policy

Hanson School Sixth Form acknowledges the essential role that good school attendance plays in academic and personal development for Post 16 students. Hanson promotes a positive and proactive approach towards this issue.

Roles and Responsibilities

Students

Students are expected to attend all lessons punctually. Yr 12 students must also attend both am and pm registration daily. Yr 13 students are entitled to two blocks of study leave per week, negotiated with Head of Sixth Form in September. Students are not expected in school during these study leave sessions.

Students should make every effort to make medical/dental appointments out of school hours.

The *minimum* attendance expected is 90%.

Parents/Carers

We encourage parents to take an active interest in ensuring students attend school regularly and punctually. Parents will be informed termly of attendance/punctuality figures and will be alerted whenever problems arise.

It is most helpful if parents/carers phone school if the student is ill, leaving a message for the Student Support Leader.

Leave of Absence

We strongly discourage students from taking leave of absence for vacations during term time as this can have a detrimental affect on progress. Parents/carers may, by law, request up to ten days holiday leave. The request must be made in writing to the Head of Sixth Form in advance and a written response from the school will follow. Authorisation may be declined where attendance is unsatisfactory (below 90%).

Parents/carers should request leave of absence for other special circumstances using the same procedure.

Students whose total period of absence extends beyond four weeks without a satisfactory reason being given, will be removed from the school roll.

Student Support Leader & Head of Sixth Form

The Sixth Form Student Support Leader will monitor attendance and punctuality weekly and will intervene where necessary, using the following system:

Step 1 – if a pattern of poor attendance/punctuality is noted, a meeting will be arranged by the Student Support Leader with the student to discuss the issue. Appropriate targets will be set. The student's attendance/punctuality will then be monitored closely for two weeks.

Step 2 – if no improvement is seen within the two weeks, the student will be put on daily attendance/punctuality report for two further weeks. This will be reviewed at the end of each day by the Head of Sixth Form or the Student Support Leader. A letter will be sent home to parents to inform them of this step.

Step 3 – if attendance/punctuality remains poor, a meeting with the student, parents/carers and Head of Sixth Form will be arranged by the Student Support Leader. Targets will be re-set and a new contract drawn up and signed. The student's attendance/punctuality will then be monitored for two weeks.

Step 4 – if despite all intervention work, no improvement is evident, the student will be asked to leave.

We aim to praise good attendance and punctuality via the commendations board in the Sixth Form area. Praise letters will also be sent out to parents/carers.

This Policy is reviewed annually.