



St Gregory the Great School Sixth Form

Attendance and Behaviour Policy 2019-2020



St Gregory the Great takes attendance in the Sixth Form seriously and we acknowledge that good school attendance and punctuality play an essential part in academic development for post 16 students. The impact on student outcomes of poor attendance is considerable, students with 5% of absence have missed the equivalent of 9 days of learning which can lead to a grade lower than predicted. Consistently high attendance of 95% or above demonstrates that you are dedicated, well-motivated and organised and plays an important role when applying to higher education establishments or employment.

Students are to attend school between 8.40 am and 3.10 pm every day (it may be necessary to timetable some lessons as twilights from 3.10 pm – 4.00 pm) attendance to all lessons is a compulsory condition of a student's place in the sixth form. Students must attend sixth form tutor time each morning from 8.45 am until 9.05 am and are expected to attend all lessons punctually. As well as timetabled lessons students also have non-contact periods on their timetables for private study, homework, mentoring and volunteering, social time and enrichment activities such as Science, University, Theatre and Museum visits.

Holidays during term time will NOT be authorised. Head teachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. Any request for leave of absence due to 'exceptional circumstances' must from now on be made in writing to the Head of the Secondary School as early as possible before the requested dates.

For regulations and guidance please see:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>.

If a student misses lessons, tutor time or assembly or has been marked late 3 times in a week and the school has not been notified of the reason, students will be expected to attend organised detentions after school from 3.10 pm – 4.00 pm. If a student fails to attend, another detention will be set in the same week. If the situation is not resolved the policy below will be followed.

Attendance Flow Chart

Stage 1

Sixth Form Tutor/Subject Teacher Intervention

Verbal warning issued to student for attendance below 90% for lesson or registration. Attendance to be monitored closely for two weeks on an attendance report card signed by the Sixth Form Tutor in tutor time. Parent informed by letter.



Stage 2

Sixth Form Tutor and Deputy Head of Sixth Form Intervention

If there is no improvement in attendance a meeting will be held with the Sixth Form Tutor, the Deputy Head of House and student. Attendance contract signed by student and deputy Head of Sixth Form. Monitoring of attendance to continue for a further 2 weeks with report card signed daily by tutor during tutor time. Parent informed by letter.



Stage 3

Head and Deputy Head of Sixth Form Intervention

Letter sent to parent/carer arranging meeting to discuss continuing attendance concerns and effects on progress and learning. Final attendance contract signed by parents, student and the Head of Sixth Form. Attendance will continue to be monitored and if the student fails to meet required attendance of at least 90% throughout the year they will be requested to leave Sixth Form.

Transition from Year 12 to Year 13

The transition from Year 12 AS and BTEC courses to Year 13 and the new demands of A2 is not guaranteed. Not only must students achieve a pass grade at AS, 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. We aim to reward good attendance and punctuality through sixth form assemblies.

Swiping In and Out

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they wear their ID badge at all times and swipe in each time they enter the sixth form study areas.