

Sixth Form Attendance and Punctuality Code of Conduct 2022-23

It is expected that all students attend all sessions on their timetable. This includes but is not restricted to;

- Form Time
- Subject Lessons
- Group Tutorial
- Academic Support Sessions
- Mentor meetings

Students are expected to be at the allocated room, ready to start learning from the advertised start time of each lesson. Non-attendance and lateness will be challenged by subject staff and the Sixth Form Team. Sanctions may be put in place where attendance and punctuality fall below the expected standard.

Lessons where students do not have a timetabled session are not free time, they are independent study time and as such students should plan their time to make use of these sessions to progress their learning.

Attendance

The school day for students in the Sixth Form runs from 08:45 until 16:00 each day. This does not mean that students have to be on site all of this time but should be available to attend if they are required. This does mean that no paid work should be undertaken during these times.

Students should aim for 100% attendance at all sessions. It is expected that any work missed due to absence is completed to the same standard as all other work and it is the responsibility of the student to communicate with teachers regarding any absence and to seek out the work they may have missed.

Students must all attend Form sessions on a Monday and a Thursday. This applies whether students have timetabled lessons that morning or not. There will be other morning sessions that students may be required to attend.

Assemblies in 2022-23 will run on a rolling timetable on either a Monday or a Thursday. All students are expected to attend assemblies.

All students will start with the privilege of not having to be present if they do not have a timetabled session. This means that if a student has an independent study period during lesson 2 for instance they may leave the Academy site during that time (following the signing in/out procedure). However, if a student is late to any session sanctions will be applied meaning they may lose the privilege of being able to attend only for lessons. See Punctuality section for full details.

Detailed below is the process that will be applied for monitoring and supporting students' attendance.



Attendance Monitoring		
Monitoring and Intervention	<ul style="list-style-type: none"> Ongoing analysis of student attendance throughout the year. Any student where attendance causes a concern will be monitored closely. This may happen at different points throughout the year. Student invited to attend a meeting to discuss in detail the issues/barriers that are impacting their attendance to Sixth Form. 	<ul style="list-style-type: none"> Email / phone call home to say attendance is a concern Meeting with student Student to be monitored over the coming weeks If a student's attendance continues to be poor during the monitoring period, they will be escalated to an attendance contract.
Contract/Agreement	<ul style="list-style-type: none"> If NO improvement in attendance after reviews have taken place, students will start an attendance contract/agreement which will be reviewed every 4/6 weeks. If students HAVE improved, they will be taken off the monitoring sheet. 	<ul style="list-style-type: none"> Parental meeting with HOY Contract issued to student. Meeting to address the main issues and agree targets and support actions to help improve student's attendance Referral to Leodis support services if appropriate Students attendance to be monitored over a 4/6-week period Timetable and free periods to be reviewed
Review	<ul style="list-style-type: none"> If students make significant improvements they will be moved back to the Monitoring stage for 4/6 weeks. 	<ul style="list-style-type: none"> If a student's attendance continues to decline or is showing no signs of improvement at this stage, the student will be moved to a VP level agreement.
VP level agreement	<ul style="list-style-type: none"> If a student's attendance becomes a cause for concern despite all of the above, a range of options will be discussed with the Sixth Form Team and parent or guardian. Meeting with parents involving VP/HOY 	<ul style="list-style-type: none"> All free study time to be added as supervised time to the student's timetable Referral to additional support within or external to the Leodis Trust. Review of place at Woodkirk Academy

Punctuality

Students are expected to be punctual to all sessions. If they are going to be late owing to a pre-booked appointment, please follow the usual absence procedure for the Academy.

A student will be marked late at the start of the day if;

- On days when they are attending form they arrive after the published start time of 08:50.
- On days where they do not attend form they arrive to their first lesson after the published start time of 09:15.
- If they arrive late to any session throughout the day¹.

It is the students' own responsibility to ensure they arrive to the Academy in good time to arrive at all timetabled sessions punctually. Sanctions outlined below will be applied for lateness to any session.

<ul style="list-style-type: none"> • If a student arrives LATE after the register closes with no explanation/evidence provided by the parent/carer, they will be required to do a 10-minute detention as agreed with a member of the Sixth Form Team
<ul style="list-style-type: none"> • If a student does NOT arrive for their 10-minute detention as agreed, they will incur a 30-minute late detention the following day to be arranged by the HOY.
<ul style="list-style-type: none"> • Failure to attend a 30-minute late detention will result in the student having to sign in to the Academy at 08:45 every morning the following week and remain on site until 12:25 at the earliest each day. Students will be expected to attend lessons after this time as appropriate.
<p>Failure to meet the above standards or where a student is persistently late and punctuality is an ongoing concern will trigger an attendance monitoring contract. This may occur if, but is not limited to:</p> <ul style="list-style-type: none"> • The student being routinely late to school • The student is routinely late to sessions throughout the day • The student is accruing late marks over a half term at a rate which causes concern over time <p>Students who continue to remain a concern will be required to sign in to the academy for 08:45 and remain on site until 12.25 at the earliest for an agreed period of time at which point the contract will be reviewed. Failure to meet the terms of the contract will result in their referral to the Vice Principal.</p>

¹ Students moving from one session to the next will of course be given appropriate time to do so without being marked late. Those arriving to a session having been off site will be marked late if they arrive after the published start time of a session including for reasons such as struggling to find parking or returning to site having been off-site for lunch.

Students must **NOT** arrange work, driving lessons or other personal activities outside of school between the hours of 08:50 and 16:00 as per their learning and conduct agreement.

Absences

In the event of illness or other unplanned absence please contact the Attendance team on 0113 887 3602 or by emailing attendance@woodkirkacademy.com.

If you know you are going to be absent please complete a red notification of absence form (available in the Sixth Form Study area). In all cases of known absence evidence of the reason will be required.

Absences will be authorised for reasons outlined below although this list is not exhaustive;

- Emergency medical appointments
- Planned medical appointments/procedures
- Driving tests (theory and practical)
- Visits to Universities
- Apprenticeship or University Interviews

If you become ill during the day and need to leave the site please see either the school medical officer or a member of the Sixth Form team.

If you make the decision not to attend scheduled sessions (truant) then appropriate sanctions may be applied.

Attendance at Assessments

Periodically throughout the year there will be assessment weeks for Sixth Form students. These will run after school until approximately 16:00 and you will have prior notice of these taking place. All students are expected to attend timetabled assessments and they will not be re-arranged for individuals for any reason that an absence would not usually be authorised.

Signing in and out using the InVentory system

ID cards should be worn by students using the lanyards provided at all times when on the Academy site. Students should sign in using their ID cards when they arrive to school and sign out whenever they leave site. If a student is leaving for lunch or for a study period, they must sign out before they leave and sign in again when they return.

Students should consider this when planning their arrival time to the academy as arriving late to a session because they were signing in is not a valid or acceptable excuse.

There are InVentory machines for signing in at the following locations;

- Sixth Form Study Area
- LRC
- Main Reception

It is necessary for the safety of all students that this process is adhered to strictly.