



# HILBRE HIGH SCHOOL HUMANITIES COLLEGE

## SIXTH FORM ATTENDANCE POLICY

Author:  
Name of Committee approved:  
Date ratified at Full Governors:  
Date to be reviewed:

Jane Whisker  
Curriculum  
March 2021

This Sixth Form Attendance policy has been drawn up to clarify expectations of students in Sixth Form at Hilbre High School.

High levels of attendance and excellent punctuality are both characteristics of students who achieve their potential. Research shows that poor attendance and punctuality have a detrimental effect on outcomes. Attendance below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades below when attendance falls below 90%.

It is, therefore, a key area of focus for the Sixth Form Team at Hilbre High School. Our aim is to reduce the number of students with attendance of less than 90% and we have an aspirational target of 95% for the whole Sixth Form.

### **Expectations**

Sixth Form students are expected to maintain a cumulative attendance rate of 95% or more. Students are expected to attend all timetabled lessons, including tutorials, assemblies and resit lessons (where required). Directed study, study support sessions or work placement sessions may appear on the timetable as per the needs of the student and these will also be compulsory. Timetabled sessions may take place between the hours of 8.45am and 3.10pm. Some Sixth Form lessons are timetabled during the whole school lunch break. Students should attend these as they would at any other time, and will be issued with a break for lunch at another point in the day.

Every session is compulsory and counts when calculating attendance levels.

### **Responsibilities**

Subject teachers are expected to complete a register using SIMS during each lesson. This is vital in alerting the Sixth Form Team to any unexplained absences. The Sixth Form Team are responsible for monitoring attendance patterns within the Sixth Form and a policy of intervention is to be followed at all times in order that this process is consistent and rigorous.

Parents/carers have overall responsibility for their child/ward's attendance and should contact the school, as appropriate, to inform of absence and discuss any concerns. Students are responsible for their attendance and punctuality. They should arrive on time for all lessons, tutorials and other timetabled sessions.

### **Procedures for Planned Absences**

Students are to speak to the Sixth Form administrator if they have a planned absence. This will then be entered on SIMS. If it is not possible to speak to the administrator directly, then please e-mail; [sixthform@hilbre.wirral.sch.uk](mailto:sixthform@hilbre.wirral.sch.uk). Supporting evidence should accompany requests, where possible.

### **For Unplanned Absences**

Parents/carers are to contact school by 8am on the first day of absence. This may be through reception, or by e-mailing the Sixth Form Team using the central e-mail address: [sixthform@hilbre.wirral.sch.uk](mailto:sixthform@hilbre.wirral.sch.uk). On returning from an unplanned absence, students must see the Sixth Form administrator with a reason for absence. As above, the reason for absence will be recorded on SIMS and the documentation filed.

## **Monitoring**

Daily reports will be generated in the morning to identify those students who have failed to attend school and, where there has been no reason provided, an e-mail will be sent to ascertain the reason for the absence. If no reason was given, the student is expected to speak to the administrator as outlined above. Weekly reports will be generated on a Friday to show students who have had unexplained absences despite attempts to communicate. These unexplained absences will result in an appropriate member of the Sixth Form team speaking to the student or contacting home. Reports will also be produced on a weekly basis to monitor running totals for all students as well as the number of periods of absence. Where attendance is below expectation and/or there have been a number of periods of absence, a series of interventions will be put in place, which can include parental contact, meetings and attendance contracts.

**Please be aware that failure to improve attendance could result in the withdrawal of the student's place at Hilbre High School Sixth Form.**

DRAFT