

The Canterbury Academy Trust

Schools for all the Talents



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The Canterbury Academy Sixth Form Attendance Policy

Punctuality and attendance to lessons can have a severe impact on students' achievements and destinations. When students gain careers in the future, attendance is one of the key requirements. Any employer would address poor attendance and similarly so will we. Full attendance is therefore expected.

In Sixth Form, students are expected to have at least **96% attendance** for the best chance of achieving their target grade. If a student's attendance drops to between 80% and 90%, their final result is likely to be two grades lower than their potential result.

Due to the potential impact on student progress, subject teachers are expected to monitor attendance within their classes and contact the student and/or parents with any concerns they may have. This may include details of missing work and the support available to complete this work. The procedure to follow is on the next page. In addition, as a sixth form institution, we reserve the right to charge students for their examination entries if their attendance falls below our expectations.

The Attendance manager/team will complete the following ongoing tasks:

- Monitoring overall attendance and lesson attendance for the Sixth Form. Therefore, patterns will be identified when a student misses particular lessons. Sixth Form staff will work with subject teachers and DoTLs/ Heads of Key Stage/ Heads of Subject providing with interventions to ensure high levels of attendance.
- Keep a log of all authorised absence and mark the registers as appropriate. For an absence to be authorised, the student must inform a member of the Sixth Form Team, before the event, providing documentation as appropriate. The student receptionist will agree doctors and medical appointments with sufficient medical notes, the Head of Sixth Form will agree longer absences such as work experience.
- Rectify the missing marks, daily, generated from registers not being completed. Where appropriate the Attendance Manager refers incomplete registers and unknown reasons for absences to the Sixth Form Leadership Team, whom will then contact the classroom teachers and enforce the completion of the incomplete registers. Persistent incomplete registers should be raised in line management meetings.
- Use electronic methods of communication, to the parents of students whom are absent from school with no known reason for their absence.
- Run a number of reports, weekly, to identify the following attendance issues:
 - Year 13 attendance
 - Year 12 attendance
 - Overall attendance
- Run a number of reports, daily, to inform same-day communication with parents designed to support students to attend all their timetabled lessons.
 - Students missing at least 1 lesson – email to parent
 - Students who have emailed/called in sick – self-cert parent notification
 - 2 consecutive days off – Phone call home
 - A whole week off – Attendance concern letter
 - Non-attendance for 3 weeks – Off-roll letter (14 days to reply to avoid being removed from roll)

- Discuss students of concern during a weekly meeting to decide upon interventions to support students with any attendance concerns.
- Complete home visits on an ad-hoc basis to support students who have not attended school for more than one week and have not been contacted successfully via all other forms of communication.

Children with sustained health needs that cannot attend school

- Children who have a chronic, long term diagnosed medical reason and cannot attend mainstream school, may be referred to The East Kent Health Needs Education Service (KHNES) for short term support with their education. The hub is on the Canterbury Academy Campus and also provides support via outreach, tutoring as well as in the hub.

Punctuality and Lateness Procedure

