

Sixth form Attendance Policy

Rationale

At St Martin's we believe that young people cannot learn if they are absent from school. Therefore, we aim to ensure that all our children and young people take full advantage of the educational opportunities available to them and will strive to raise standards by promoting the regular attendance and punctuality of our pupils. We believe the foundation of securing good attendance is that our school is a safe, and supportive environment where our pupils will want to learn.

Aims/Expectations

- To demonstrate that improving attendance is everyone's business and embed a 'support first' approach.
- To develop and maintain a whole school culture that promotes the benefits of good attendance and is an integral part of the school's ethos.
- To work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships.

Attendance Targets

- To keep Sixth Form attendance 2022-23 +1% above 93%.

Attendance and Punctuality:

Full and punctual attendance to lessons and registration is expected. Any absence must be authorised by the school. When a student develops a pattern of absences or a known absence is longer than expected, the school will try to resolve the problem with the parent. The Government considers that students with an attendance of less than 90% are deemed to be persistently absent from school. This figure has been set following research which shows that persistent absence has a direct link to poorer life chances. We, as a school, will be working to ensure that all of our students will be achieving a high level of attendance, and would ask for your support in this matter.

If a pupil has been absent continuously for at least 20 school days with unauthorised absences, we will assume the young person has left St Martin's Sixth Form and they no longer wants to attend.

All holidays taken during term-time will be unauthorised unless there are exceptional circumstances that are discussed with and approved by the school or if students' attendance is above the attendance target. If your child is absent from school because of a holiday which has not been agreed, this will be an unauthorised absence. It is in your young person's best interests to be in school during the school term.

The school site opens from 8am for students and students should aim to be in school by 8.25. Students arriving at registration after 8.30am will be marked late by their Tutor. If students miss a registration and arrive after 8:55am they must sign in at the main 6th form office.

Requesting permission for planned absence:

Apart from unforeseen circumstances or illness, requests for absence, such as for driving tests or University visits, should be made in writing to sixthform@st-martins.essex.sch.uk in advance of the actual event (**at least 48 hours before**) and as soon as the date is known. **A screenshot of the confirmation of appointment will also need to be included in the request for the absence to be authorised.**

Reporting absence on the day:

Any student absence, whatever the reason, must be reported by 9.30am on each morning of absence, by a parent/carer by calling the school absence line 01277 238366 or emailing sixthform@st-martins.essex.sch.uk. Please give a detailed description of the reason for absence. **Brief reasons such as ill, poorly or unwell will be marked as an unauthorised absence, name of the person leaving the message and a contact telephone number.** Only the school can authorise an absence. Absence must be reported on the first and every subsequent day of absence.

Late Arrival/Missed Registration:

Any student missing a form-group registration for any reason, must sign in at the main 6th form office. If they do not do so, then an unauthorised absence may remain on their record and parents may be unnecessarily notified of absence. If parents/guardians are aware of a reason why their child will arrive late on any occasion, they should notify the school as soon as possible by email or telephone.

Signing Out:

Students without an authorised signature in the admissions booklet, will not be allowed off site other than at normal end of the school day. If students wish to go off-site during lunchtime, or a free period they must sign out and leave at the gate opening times.

Signing Back In:

Signing back in on return from an appointment must sign in at the main 6th form office.

Year 13 late start Privileges:

Year 13 have the privilege of taking two late starts over the two weeks, where they have period one and two off. This can be also be taken away from pupils' if punctuality and attendance drops below the targets set out on sixth form.