



This policy is designed to be used in conjunction with the main college policy on attendance; it does not replace any areas mentioned in that document but supplements it, filling the gaps and additional information for our sixth form students.

Tavistock College takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students. We encourage students to take responsibility for attendance to effectively prepare them for work and higher education progression routes.

Objectives:

- ✓ To encourage full attendance and punctuality
- ✓ To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- ✓ To acknowledge and reward a successful record of attendance
- ✓ To ensure a consistent approach throughout the college

All post 16 courses are intensive and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students also have non-contact periods on their timetables designed to be used for private study, homework, and enrichment activities.

Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least **95%** attendance for the year. An exemplary record of attendance says a huge amount about you as a person: that you are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment.

During the first half term of year 12 ALL students are expected to be in college full time from morning registration to the end of the college day at 3:10. Following the first half term the following will stand.

Sixth form students are expected to attend school every day, on time for morning registration (8:40 – 9:05), regardless of the number of lessons that they may have that day. Students are expected to attend all lessons punctually and use their non-contact lessons for private study, homework, and enrichment activities. Students must remain in school until afternoon registration.

Students in the Sixth Form (both Year 12 and 13), are not allowed to 'come and go' throughout the day. However when they have 2 hours of Study Time together in a block they will be allowed to go home to study, if their parents have signed the home school agreement taking responsibility for their study and as long as they are up to date with their studies. They must be in school ready for their next timetabled lesson. Once in school they may leave the school site at the end of period 4, if their lessons have finished and their parents have signed the home school agreement, and this is being upheld.

In the instance of teacher absence, work will be left for the students to complete on the college site,

either by the teacher themselves (planned absence) or by the appropriate Head of Faculty (unplanned absence). Students are required to complete this work in the room allocated to them, as well as signing the register for that lesson.

Sometimes absence is unavoidable. To clarify what the college considers this, acceptable absence, please see table below, this also details the responsibility of the student in the situation:

In all cases of absence above the acceptable level a student will need to collect an S2 form from the college attendance officer, then once completed hand it back to the attendance officer a minimum of 3 school days before the requested absence.

Absence	Authorised	Proof required in advance along with your S2 or other
Religious Festivals	Yes	
All day Hospital Appointment	Yes	Medical letter
Birthdays or similar celebrations	No	
Medical appointment	Yes	Medical appointment card or similar
Court Attendance	Yes	
Driving Lessons	No	
Driving Test – Practical	Yes	
Driving Test – Theory	Yes	
Holidays	No	
Job Interview	Yes	
Lateness to Lessons	No	
University Open Day / Interview	Yes	
Part or full time work experiences which is not part of your Programme of Study	Yes	Work experience forms signed by Mrs Sharp
Trip/Visit (educational) that is college authorised	Yes	Teacher In charge to email the attendance officer following gaining permission from the head of sixth form
Participating in college related extra curricular activities e.g. Drama, Music, Sport or Volunteering	Yes	Teacher In charge to email the attendance officer following gaining permission from the head of sixth form.
Rehearsal for college events relating to college e.g. Drama, Music and Sport	Yes	Teacher In charge to email the attendance officer following gaining permission from the head of sixth form.

Sixth Form Attendance Monitoring and Intervention at Tavistock College

STAGE 1 -Teacher intervention with tutor input

1. Warning issued for attendance figures below 95% for lesson or registration OR for absence deemed unacceptable by the subject teacher/form tutor.
2. Poor attendance can be raised as a concern by the subject teacher, the form tutor or the Head of Sixth Form.
3. The Tutor should address the issue of poor attendance in tutor time by meeting with the student and shall give the student a warning about their attendance and contact the parent/carer to make them aware of the situation. Subject teachers should inform the form Tutor so they can address the absence issue with the student and reinforce the values of good attendance. The Head of Sixth Form must also be informed that a warning has been issued.
4. Attendance will be monitored closely for **two weeks**, if attendance is no longer a concern a student will be taken off official monitoring of their attendance

STAGE 2 - Head of Sixth Form written warning and parental meeting

1. *Failure to meet the requirements set by the attendance agreement.*
2. A letter will be sent to the parent/carer of the student informing them of the situation and inviting them to a meeting. The offending student will be asked to meet with the Head of Sixth form with parent/carer. The form tutor may also be invited to attend.
3. A Written Warning will be issued.
4. An Attendance log will be issued – student loses study periods if applicable to catch up on missed work.

STAGE 3 - Senior attendance panel Intervention

1. *Possible request for parents to pay for all exam entries.*
2. Continued failure to meet attendance requirements.
3. Appropriate disciplinary proceedings will be decided by the Senior Leadership Team and Governing Body panel. The parents/carers of the student will be involved in the process.

