

Queen Elizabeth Sixth Form College

STUDENT ATTENDANCE POLICY

Approving Body: QE Local Governing Body

Committee: QE Local Governing Body

Review Cycle: 1 year

Last reviewed: June 2024

Date for next review: June 2025

The College is committed to promoting the importance of student attendance. This requires a system of attendance management that enables students to understand the college's expectations of them, which helps them to conform to these expectations.

POLICY

In promoting positive attendance, the college helps to ensure that students:

- Achieve and make progress by engaging with learning both in and out of class,
- Are supported with their mental health, as attendance to lessons will help ensure there are no gaps in learning,
- Develop their personal and employability skills to help them with their next steps after QE.

The college's approach to monitor attendance and challenge unsatisfactory levels of attendance is informed by the following principles:

- The College recognises that each student has unique circumstances that may impact upon their attendance and therefore, any actions or interventions will take this into account.
- Attendance data is readily available on Voyager and via the College Attendance Report Data Analytics Tool. All teaching staff monitor and support student attendance.
- To help students that have below satisfactory levels of attendance to get back on track, the Vice Principal (Student Support), Guidance Directors and Progress Tutors closely monitor each student's attendance. Discussions and actions of support are implemented and attendance is then further monitored. The college Agreement system is utilised to support students to maximise attendance.
- If a student is absent from college for a prolonged period of time, they are expected to engage with their work via the subjects Google Classroom which contains all lesson materials. Students are also expected to engage with the support offered by college (unless personal circumstances dictate otherwise) to help them return back to college.

- If the length of an absence is deemed excessive by the College, the case will be reviewed by a member of Senior Management and this may result in a withdrawal from College roll.
 - The college follows its Attendance and Notifications and Register Marks procedures to ensure register marks are recorded accurately.
 - Registers are completed by teachers within the first 29 minutes of each lesson.
 - For safeguarding reasons, text messages are sent to parents/carers 30 minutes into each lesson for students that have an absence that the college has not agreed to.
 - Every Friday at 4.30pm, emails are sent to students and their parents/carers notifying them of their child's attendance for the week, the last 4 weeks, as well as their overall attendance for this academic year, for their subjects, tutorials and overall attendance.
- a. **Illness**
- If a student is unable to attend college due to illness, a parent/carer is expected to contact college reception either by email or telephone, before 9am to report their child's illness and reason for absence. Parents/carers may be required to provide supporting evidence.
 - For safeguarding purposes, if a student is ill during the college day and wishes to go home, they must report to reception and contact with a parent/carer will be made for their consent to send the student home.
 - If a student is ill on the day of an external exam they must contact College before the exam start time. Evidence of illness will be required if a student intends to apply to the exam board for Special Considerations, as per the College Special Considerations Policy (Exams) 2023-24.
- b. **Holidays**
- Holidays during term time are not permitted. The College understands that in some circumstances, this cannot be avoided. In these situations, students are required to submit a Holiday Form to reception for the approval of their Guidance Director. These absences are noted on the register as a 'H'.
- c. **Work Experience**
- For safeguarding reasons, if a student is absent from College due to a planned work experience related activity, they are expected to contact the College's Work Experience Coordinator. Once the necessary checks and paperwork has been completed, and consent for the work experience to take place from a parent/carer has been recorded, registers are marked appropriately to reflect this agreed absence from lessons.
- d. **College Related Trips and Visits**
- For safeguarding reasons, if a student is absent from College due to a College trip or visit, once the necessary checks and paperwork has been completed, and consent for the trip/visit has been given by a parent/carer, registers are marked appropriately to reflect this absence from lessons.

Rewards

- The College operates an attendance rewards scheme. Students with 96% or better attendance the previous half term are entered in a prize draw.
- Students with 95% or better attendance the previous half term receive a congratulatory postcard.

Punctuality

- Student lateness is challenged by teachers and progress tutors. Students that arrive late to any lesson will be recorded by their teacher/progress tutor as late on the lesson register. When patterns of lateness are identified, the college's Agreement system may be used (if appropriate) to help support the student to resolve any issues.

SUPPORTING DOCUMENTS

1. Student Handbook
2. Learning Agreement
3. 'QE Expects'
4. Staff Guide to Student Attendance
5. QE Student Exam Guidance Booklet 2023-24
6. QE Special Considerations Policy (Exams) 2023-24
7. Student Behaviour and Discipline Policy