

Queen Elizabeth Sixth Form College

STUDENT ATTENDANCE POLICY

Approving Body: Standards Committee

Review Cycle: 1 year

Last reviewed: Autumn 2025

Date for next review: Autumn 2026

The College is committed to promoting the importance of student attendance, so they can reach their full potential and achieve their best outcomes. This requires a system of attendance management that enables students to understand the college's expectations of them.

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,
- Overcome barriers, including supporting them with any mental health concerns, 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 improve 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.
- All teaching staff monitor and support student attendance and information is readily available to them.
- To help students that have below satisfactory levels of attendance to get back on track, the Vice Principal (Student Support), Guidance Directors and Academic Coaches closely monitor each student's attendance. Discussions and actions of support are implemented and attendance is then further monitored.
- Parents/carers are notified of their child's attendance for the week, as well as their overall attendance for this academic year, for their subjects, tutorials and overall attendance.

TA Reviewed, updated and impact assessed September 2025

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- If a student is absent from college for a prolonged period of time, they are expected to engage with their work via the subject's 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 a student has not engaged with study for a period of time without any reason being given or has very erratic attendance. Absence may be a cause of concern and a barrier to the student making the required progress and therefore, the College's Fitness to Study policy may be invoked.
- 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.

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.
- 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.
- There may be times when a student's physical or mental health are so affected that they are no longer able, despite support within the College and externally, to maintain reasonable academic progress:
 - i) We are not a distance-learning College and, while it is reasonable for subject teachers and support staff to be flexible on a temporary basis, prolonged or erratic periods of absence cannot be sustainable;
 - ii) There may be times when the nature of a student's ill health will require support beyond the expertise or capacity that we can reasonably offer;
 - iii) Occasionally a student's ill health may present a health and safety risk to either themselves or those around them that is unmanageable in a mainstream educational setting.
- There are therefore occasions where, for one or more of the reasons above, it will be the College's judgement that, in the best interests of a student, continuing at College is no longer

the best option and therefore, when all support implemented has been exhausted, the College's Fitness to Study policy may be invoked.

- In advance of the Fitness to Study policy being invoked, the usual support strategies at the College will be employed. This might include the student being placed on an Agreement (at Level 3 or Level 4 of the Agreement structure, which are overseen by a student's Guidance Director or member of SLT).

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.

c) Work Experience

- 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 Co-ordinator. 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 absence from lessons.

d) College Related Trips and Visits

- 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 academic coaches. Students that arrive late to any lesson will be recorded by their teacher/academic coach 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
8. Fitness to Study Policy