

Attendance



Attendance is a key priority at St Benedict's Sixth Form and we **expect** all students to aim for 100% attendance. As a **full time** student, this commitment applies to AM registration, all academic lessons, study periods, enrichment lessons and any other sessions that are organised, including Assemblies, Masses, Religious Services, and events that contribute to the community life of the school.

Registration Marks

Timetable - Electronic registers are taken at AM registration and every timetabled lesson. When students have independent study periods they **must** register in the sixth form block, using their student badge. **It is the student's responsibility to ensure they secure their mark in person.**

Late - If a student is late into school they must register in the sixth form area before proceeding to their timetabled lesson. This enables an absent mark to be changed to a late mark. The current **Radiate** policy will mean that a C3 sheet will be issued for late arrival and we will use the process to examine patterns of late arrival.

Staff absence - If a member of staff is absent, students should initially go to their timetabled class as a register may be completed by another member of staff. Alternatively, register with the Sixth Form office. If you have been given notice of the absence you are still expected to register in school upon arrival

Student absences - must be phoned in on each day of absence before 9.30 am. The Sixth Form attendance number is 01274 941912.

Absences should be supported by a letter from a parent/carer on the day of your return.

Applications for extended absence in term time - It is essential the correct form is filled in and completed to allow a decision to be made by the Sixth Form Leadership Team. The form should be handed in to your Progress Leader. Naturally, certain absences are unavoidable and we will always look to support serious issues that arise in any way that we can. Holidays and appointments should not be booked during term time.

The Impact of Poor Attendance

Poor attendance has been proven to impact on both learning and student grades:

Below 90% equates to the loss of half a day and half a grade

Below 80% - a full day and a drop of one whole grade

Universities expect 95% attendance and references requested by universities and employers will include your attendance percentage. We cannot hide this area and we must declare it truthfully.

Monitoring - Attendance will be monitored daily. A text message will be sent or a phone call made to parents in the morning if a student has an unauthorised absence. Staff are asked to inform us if lesson absence is an issue (three consecutive periods missed). Please remember that this is part of the school's safe-guarding policy.

Attendance/punctuality Issue	Consequence	Target	Timeframe	Staff
Below 90% overall/ below 90% at a.m. reg.	Interview with student	95% overall/ 100% at a.m. reg.	Two weeks	Form Tutor
Targets not met	Parents/Carers contacted, daily report	95% overall/ 100% at a.m. reg.	Two weeks	Sixth Form Beacon
Targets not met	Meeting with parents/Carers, individual monitoring report agreed, signed and reviewed	95% overall/ 100% at a.m. reg.	Individual	Ecclesia Leader
Targets not met	Meeting with parents/Carers, individual contract report agreed, signed and reviewed	95% overall/ 100% at a.m. reg.	Individual	Head of Sixth Form
Targets not met	Parents informed, careers interview arranged, student removed from roll	Alternative provision	Individual	Deputy Headteacher

In cases, where students are unable to improve their attendance/punctuality in response to the above support measures, they may be judged as better suited to provision outside the sixth form and careers interviews will be arranged to support them in moving on. It is important to state that poor attendance will also impact on exam entries - we cannot enter students who are not reliable