Fallibroome Sixth Form Attendance Expectations and Procedures for Reporting Attendance

Please read in conjunction with the school's Attendance Policy using this link:
https://fallibroome.academy/policies/

The aim of this ~~attendance policy~~ document is to clarify expectations of students in Post-16 education at Fallibroome. Please note that expectations ~~policies~~ are subject to review and change periodically.

High levels of attendance and excellent punctuality are characteristics of students who achieve above or in-line with their potential. Research shows poor attendance and punctuality has a serious detrimental effect on outcomes. Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%. Having 90% attendance means that students are missing 1 day every fortnight over the year. This is summarised below:

Attendance	Impact on study and potential outcomes
98 – 100%	No impact
95 – 97%	Small impact. Some catch up work will be necessary but should be manageable
90 – 95%	Some negative impact on grade outcomes is highly likely and catch-up work will be more demanding
Below 90%	A more severe impact on grade outcomes is likely and catch-up work will be extensive or even unmanageable.

Strong records of attendance and punctuality provide a firm foundation for the future. This information may be supplied on any references that we are asked for by universities and future employers.

We work closely with students to support them to achieve the best attendance possible. We monitor attendance carefully and follow up on any students persistently missing lessons or arriving late to lessons. Persistent non-attendance and repeated failure to attend lessons may result in a student having their subject entry withdrawn, or payment for an entry being requested.

Procedures to follow if a student must be absent:

- Parents should call the Sixth Form absence line (01625 627274) or email byl@fallibroome.org.uk **BEFORE** 8.50 a.m. on days of **unavoidable** absence. Please provide brief details of the reason for absence, e.g. illness etc.
- Where an absence is known about in advance, for example a University Open Day visit, please let us know ahead of the date of absence via phone or email as above or via the online form (found on the website) via this link: Absence Authorisation Request Form
- Students arriving after the close of registration (9.05 a.m.) must sign in on the app, at the Sixth Form Pastoral Office or by emailing byl@fallibroome.org.uk, giving a reason.

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Permitted Absence

The following are examples of permitted absence:

- Hospital or orthodontist appointments **which cannot be arranged outside school hours** (e.g. consultant or specialist appointments)
- A family bereavement
- Special occasions such as the wedding of a close family member
- Religious festivals notified in advance (24 hours)
- Visit to a university to attend an Open Day (max of 2 days allowed per academic year), interview, a career-related event or audition.
- Driving test and Theory test; every attempt should be made to schedule these outside of taught lesson time. Please note that driving lessons should be scheduled outside of school or during a study period. Driving Lesson Authorisation Request Form

Unauthorised absence

All other absence will be classed as **unauthorised**. These are absences where there are not adequate reasons to justify missing classes. As with all absences, a parent/carer will need to contact the school before 8.50 a.m. If no contact has been made with the school by this time, a text message or phone call will be sent to the student's main contact.

The following are examples of absence that would not be authorised:

- Holidays during term time
- Medical/Dental appointment (unless unavoidable - see above);
- Part- or full-time work
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger sibling
- Accompanying family members to appointments (unless a designated primary carer)

Leaving the School Site

Year 12 students are expected to be in school for the normal school day.

They may leave the site at break or lunch and may leave site for volunteering activities, driving lessons in study periods or medical appointments scheduled in study periods

Year 13 students are also permitted to leave the school site in the afternoon if they have one or more study periods.

It is essential that any student leaving site signs out on the app or lets the Sixth Form Pastoral Office know. They should sign back in when they return to site.

P4 Registration, Cancelled Lessons

Afternoon registration takes place in the Period 4 lesson or via the check in app if the student has a study period.

If a lesson is cancelled because the teacher is not in, students should still attend the lesson and sign in on the app then continue to work in the classroom or SFC.

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