

Bluecoat Sixth Form

Attendance & Punctuality

Principles

|  |
| --- |
| Our Christian Vision is:  Through believing in ourselves, in others, in God, we aspire to live out our Christian values of faith, hope, family and respect. |

**Our Christian Values are:**

Faith

Hope

Family

Respect

|  |  |
| --- | --- |
| Document Owner | Assistant Principal |
| Date Reviewed | May 2023 |
| Approved by AAB |  |

We are a Church of England Academy and our mission is to create a distinctive educational community for all based upon Christian faith and values. Our ethos is based on our mission statement ‘believe; in yourself, in others, in God.’ This is grounded in the principle from the Bible to “Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind and love your neighbour as yourself” (Luke 10:27). Our belief is that every student is unique and valued by God. This is critical to the relationships and personal approach to the curriculum that we take with every young person. We aim to develop confident students that have a strong sense of justice and doing what is right. We encourage students to develop belief in themselves in order to be the best they can be. Our students are resilient, they can work independently and have a good understanding of where they have come from and who they are. We want our students to never lose hope, hope is at the centre. Our belief is that we should value, care and respect each other. This is reflected in the harmonious family that makes up Bluecoat Aspley. Students feel part of a local, national and global community, believing in others and working together towards a common purpose. Students develop into respectful, supportive and considerate members of the community who are passionate about making a difference.

**Introduction**

This document summarises Bluecoat Sixth Form’s ethos and operational procedures for attendance and punctuality in line with the Trust Policy for Attendance and Punctuality.

**Related Policies, Statements of Practice and procedures**

* Behaviour Statement of Practice
* SEN policy
* RSHE policy
* Safeguarding Policy
* Safeguarding Statement of Practice
* Mental Health statement of practice

**Statement of Practice**

At Bluecoat Sixth Form we have high expectations when it comes to attendance and punctuality due to the direct link between attendance and student outcomes[[1]](#footnote-1). All students are expected to have 96% or higher attendance. Students who fall below 90% attendance are identified as ‘persistent absentees’.

We expect our students to attend 8.30-11am every day and to attend all timetabled lessons through the week, on time and ready to learn. Consistently high levels of attendance allow students to have a much better chance of reaching their full potential throughout.

For students who have 100% attendance & punctuality, they are rewarded with rewards credits.

**When a student can miss time from the Academy**

You can only allow a student to miss sixth form if either:

* They’re too ill to go in; or
* You’ve received advance permission from the Academy.

**What should parents/carers do if a student is ill and cannot come into the Academy?**

We ask all our parents/carers to contact the sixth form on each day of a student’s absence before 8:00am to explain the exceptional reason for a student’s absence. This can be done by either leaving a message on the student absence line or sending a free message through the ‘WeDuc’ app. We encourage you to send students in if it is a minor illness. If throughout the day they become more ill, sixth form staff will contact you and discuss whether they need to stay at school or if they should go home.

**What should parents/carers do if a student needs to leave the Academy during the school day?**

A letter/email needs to be sent to your child’s Year Leader ahead of time so that we are made aware of the reason as to why they need to leave early. Students must sign out in Student Reception, if they leave during the day.

**Medical Appointments**

Whenever possible, all medical appointments should be made outside of sixth form hours. We are aware that some appointments have to be made during the day. For these we need to see medical cards or appointment letters from the relevant medical professional, in order for this absence to be authorised.

**Unauthorised absences**

If a reason is not given for a student’s absence by 8am, you will receive a text message from the sixth form asking for an explanation. Should we not be able to contact you we will record the absence as unauthorised and will continue to try to contact you to ascertain the reason for the absence. Unauthorised absence is scrutinised weekly by the pastoral team. We always in the first instance support parents/carers in getting a student back into the Academy. However persistent absenteeism impacts significantly on a child’s progress and so we will escalate the seriousness of the strategies implemented if necessary.

**Holidays during Term Time**

If you wish to request a family holiday during term time, this request will need to be made in writing to the Principal (either letter or email). It will be the Principal that will then decide whether they allow the student to take time off from their learning. Please note that it is exceptionally rare for any holidays to be authorised during term time as students already have 13 weeks of holidays.

Should you still wish to take your child out of the sixth form during term time, this will be marked as an unauthorised absence on a student’s attendance record.

**Absences for Religious Observance**

In accordance with guidelines from the DFE the Academy will authorise **one day** of absence for any Religious Observance on any one occasion. Parents/carers will be advised in advance of the agreed dates and parents must confirm the absence for their child under the normal guidelines for reporting a pupil being absent. All other absences will be unauthorised.

**Attendance**

**Daily**

If a reason is not given for a student’s absence by 8am, you will receive a text message from the sixth form asking for an explanation. Should we not be able to contact you we will record the absence as unauthorised and will continue to try to contact you to ascertain the reason for the absence.

If a student is present for morning lessons, but misses a lesson later in the day, contact will be made to confirm that students are safe and well. Truancy will be followed up using the behaviour system.

**Weekly**

**Attendance meetings take place each week to identify patterns in students’ attendance data. Students will be identified for intervention as required and contact will be made home where necessary.**

**Half termly**

**Parents will receive a half termly report detailing students’ attendance to all compulsory sessions.**

**Punctuality**

**To the Academy**

We expect students to arrive at the Academy each morning no later than 8:30am.

**To Lessons**

Students who are late to lessons three times in a week for no authorised reason will receive a 60 minute punctuality detention on a Monday 3-4pm. Should a student not attend the after school detention they will be given one more opportunity to attend. If they still do not attend, students will be placed in sixth form withdrawal 9-3pm for one day. Parents will be alerted to this.

Should your child be persistently late, your child’s Year Leader will arrange to meet with you to help support your young person to overcome obstacles to arriving to the sixth form on time.

**Children Missing in Education**

All children, regardless of their circumstances, are entitled to a full time education suitable to their age, ability, aptitude and any special educational needs they may have. A pupil going missing from education is a potential indicator of abuse or neglect and so we will always follow robust procedures to ensure we are monitoring and reporting any pupils missing on repeat occasions to help minimise risk of future missing occurrences. If a student is missing from the sixth form for five consecutive days with no contact from parents, we will conduct a safe and well visit to the family home. We will always ensure we follow our safeguarding practises to alert key agencies and awareness for pupils that may travel to conflict zones or we believe may be at risk of FGM or forced marriage (further procedural information is contained in our Safeguarding policy).

1. **...'If we extrapolate across a three A level programme, the typical student with attendance below 85% will perform at least two grades lower than a student with attendance above 95%. In competitive university entrance and other contexts, two grades represents a life-changing difference.'**Source: The Sixth Dimension Report 2019 published by SFCA [↑](#footnote-ref-1)