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## **Rationale**

Herne Bay High School acknowledges the essential role that good school attendance plays in academic and personal development for Post 16 students.

Promoting regular attendance is a key component in students' employability skills and work ethic. Whilst there is no legal requirement at Post 16 there is an expectation that students should have a minimum of 96% attendance.

## **Students**

All students sign a 6<sup>th</sup> Form contract. This clearly outlines that a minimum of 95% attendance is required from all students.

Year 12 if students have a lesson period one (8.50am) then attendance at mentor time is compulsory (8.30am).

Year 13 if students have a lesson period one (8.50am) then attendance at mentor time is compulsory (8.30am).

Year 12 Students are not expected in school during study leave sessions unless requested by their teachers.

Year 13 Students are not expected in school during study leave sessions unless requested by their teachers.

All students should make every effort to make medical/dental appointments out of school hours. It is the student's responsibility to make contact with school if they are unable to attend for any reason.

If students come onto the school site late, they are expected to sign in the relevant year book, based in the 6<sup>th</sup> form common room or e mail on [Y12@hernebayhigh.org](mailto:Y12@hernebayhigh.org) or [Y13@hernebayhigh.org](mailto:Y13@hernebayhigh.org)

## **Parents/Carers**

We encourage parents to take an active interest in ensuring students attend school regularly and punctually. Parents are advised of the 6<sup>th</sup> form contract at the beginning of the academic year.

## **Holiday Requests**

Holidays are not approved in the 6<sup>th</sup> form and will be declined.

## **Attendance Monitoring**

The Sixth Form Administrator will monitor attendance and punctuality daily and will intervene where necessary, using the following system:

## **Overview**

Our ultimate aim is to improve attendance so that this will contribute to improved learning and achievement. Attendance enables students to gain maximum benefit from their education including employability/social skills. Clear guidance to staff, students, parents and carers ensures that everyone involved in the Post 16 attendance is aware of the procedures and their responsibility.

Level(s)	Examples	Actions
<b>General</b>	Poor attendance  Lateness	The student attends a meeting with the 6 <sup>th</sup> Form administrator to explain their attendance and a letter is sent home regarding the reason/outcome of the meeting, including Year 12 consequence of not continuing into Yr13, Year 13 cost of exams.
<b>Level One</b>	Repetition of Level 1  Continued failure to follow 6 <sup>th</sup> Form Attendance Procedures	If the pattern of poor attendance/punctuality continues, another meeting will be arranged with the student and 6 <sup>th</sup> Form administrator to discuss the issue.  Appropriate targets will be set and recorded on Level 1 additional 6 <sup>th</sup> Form contract.  The student's attendance/punctuality will then be monitored closely for <b>two weeks</b> . A letter is sent home with a copy of the contract and any targets outlined including Year 12 consequence of not continuing into Yr13, Year 13 cost of exams.
<b>Level Two</b>	Repetition of Level 1 and/or 2  Continued failure to follow 6 <sup>th</sup> Form Attendance Procedures	If no improvement is seen within the two weeks, a meeting will be arranged with the student and the 6 <sup>th</sup> Form leadership team.  A level 2 additional 6 <sup>th</sup> Form contract is drawn up and copy sent home, including Year 12 consequence of not continuing into Yr13, Year 13 cost of exams.
<b>Level Three</b>	Repetition of Level 1 and/or 2/3  Continued failure to follow 6 <sup>th</sup> Form Attendance Procedures	Year 12 - if despite all intervention work, no improvement is evident, a meeting will take place with parents and student about the concern/risk of the student's 6 <sup>th</sup> Form place. Students may be placed on a Level 3 additional contract.  Year 13 - if despite all intervention work, no improvement is evident, a letter will be sent home requesting payment for exams. (Prior to free removal from exam entry – Mid-March)

***At any point, the 6<sup>th</sup> Form may bypass any Level and cases will be dealt with on an individual basis.***