



Post 16 Attendance and Punctuality

All Walton High students are enrolled as full-time students. Attendance at all timetabled sessions is compulsory.

Registration

- In the event of a subject teacher being absent, students must register their attendance at the beginning of the session with the Study Supervisor in the Study Area.
- You must also register when participating in enrichment activities during school hours.
- All post-16 students must attend allocated tutor sessions.

Authorised Absences

- Absence for illness will only be authorised if the Post-16 Attendance Officer is informed by a parent by 8.00am (telephone **01908 247601** or email p16attendance@mket.org.uk).
- If a student is taken ill while at school and the Medical Room Supervisor has advised them to go home.
- Medical appointments that are notified 24 hours in advance. Students are expected wherever possible to arrange non-urgent medical appointments outside of lesson time. Emergency appointments will be authorised if notification is received from the parent.
- Interviews for Higher Education and employment that are notified 24 hours in advance. If attendance is below 94% any such absence will be not be authorised.
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the student belongs, including religious festivals. These are to be notified 24 hours in advance.
- Driving tests that are notified 24 hours in advance.

Unauthorised Absences

- Illness and medical appointments not notified as above.
- Holidays taken in term time.
- Driving lessons.
- Employment shifts (including work induction days).

Monitoring Attendance

Students' attendance will be closely monitored on a daily basis. The Post-16 Attendance Officer will inform parents within 24 hours of any absence that has not been previously notified or has not been authorised. If a student fails to meet attendance expectations, the following procedure will be implemented and tracked by the Attendance Officer:

STAGE 1: Tutor Intervention

- For attendance figures below 94%, or absence deemed unacceptable by the Attendance Officer, a verbal warning will be issued by the Form Tutor. The Tutor will meet with the student to discuss the absence and reinforce expectations for good attendance. Students may be placed on a two week report with the Tutor to monitor attendance. Parents will be informed of Stage 1 intervention via text message sent by the Attendance Officer.

STAGE 2: Year Leader Intervention

- If an unacceptable level of attendance continues the Attendance Officer will inform the Year Leader. The Year Leader will meet with the student and the Pastoral Support Officer to discuss the attendance issues. A verbal warning will be issued by the Year Leader and the student will be placed on a two week report with the Year Leader to monitor attendance. A letter will be sent to the student's parent/s to inform them of the escalation to Stage 2.

STAGE 3: Assistant Principal Intervention

- If an unacceptable level of attendance continues the Year Leader will inform the Assistant Principal. The student may then be required to attend an Attendance Panel to review their attendance. A written warning will be issued by the Assistant Principal and the student will be placed on a report with the Assistant Principal to monitor attendance. A letter will be sent to the student's parent/s to inform them of the escalation to Stage 3 and to invite them to attend the Attendance Panel.

STAGE 4: Principal Intervention

- If an unacceptable level of attendance continues the Assistant Principal will inform the Principal. The student may then be required to attend a disciplinary proceeding with the Principal and a representative of the Governing Body. Appropriate disciplinary proceedings will be decided by the Senior Management and the Governing Body. The parent/s will be invited to attend any Stage 4 proceedings.

Punctuality

- Students must arrive at all lessons on time.
- Persistent late arrival to class will be treated as disruptive behaviour and followed up robustly.
- If a student is late on two or more occasions within a week they will need to attend an afterschool detention. The duration of the detention is decided at the discretion of the Year Leader.
- Persistent lateness will be monitored by Tutor Report and can be escalated to Year Leader Report.