



WALTON HIGH

POST 16 ATTENDANCE AND PUNCTUALITY POLICY

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Context

Good attendance is a pre-requisite for opportunity, choice and success. Regular attendance and good punctuality to school is essential for all students as there is a direct link between the grades they achieve and their level of attendance to lessons. If students are not in school, or they are late, they cannot learn effectively; therefore, monitoring attendance is vital in supporting students.

Regular and punctual attendance to school also promotes students' wellbeing as well as social and emotional development; providing routine, purpose and social contact.

All Walton High students are enrolled as full-time students. Lessons are taught through face to face learning and attendance to all timetabled sessions is expected.

We are working to promote a culture in which the highest levels of attendance and punctuality are standard. We expect 100% attendance from all of our Post 16 students and will support them to achieve this.

Walton High may comment on attendance and punctuality in all references provided by the school to Higher Education institutions, colleges and employers.

Students enrolling at Walton High's Post 16 are agreeing to follow all of the expectations outlined in this policy.

Attendance Percentages

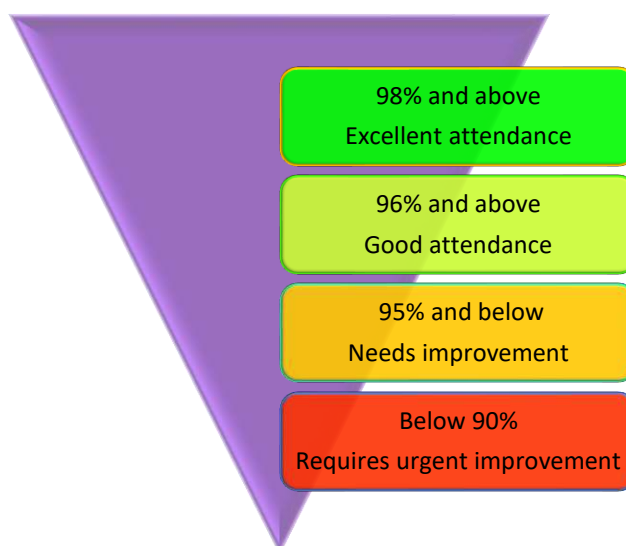
Good attendance is deemed as attendance of 96% or above and is essential in facilitating students' progress. Reasonable adjustments will be made for students with medical conditions or disabilities that may impact on their attendance and the expected level attendance for them will be included in their individual plan.

Achieving 90% in an exam or test could be considered a fantastic result; however, in terms of attendance, if a student is at school for only 90% of the school year then they will have missed 19 days - almost four weeks of school.

The table below shows how each percentage correlates to the number of school days and average number of lessons missed across the school year.

%	Days of missed learning in the school year	Average number of lessons missed
100	0 days of missed learning	No lessons missed
99	2 days of missed learning	8 lessons missed
98	4 days of missed learning	16 lessons missed
97	5 days of missed learning	20 lessons missed
96	7 days of missed learning	28 lessons missed
95	9 days of missed learning	36 lessons missed
94	11 days of missed learning	44 lessons missed
93	13 days of missed learning	52 lessons missed
92	15 days of missed learning	60 lessons missed
91	17 days of missed learning	68 lessons missed
90	19 days of missed learning	76 lessons missed

The graph below shows our expectations for Excellent and Good attendance along with percentage points at which intervention will occur.



Registration

- In the event of a subject teacher being absent, students must register their attendance at the beginning of the session with the Pastoral Assistant in the Study Areas. If it is the student's last session of the day, they are permitted to work from home.
- Students must also register when participating in enrichment activities during school hours.
- All Post 16 students must be on time and present for all timetabled tutor sessions and directed study sessions that have been allocated for their courses.

Authorised Absences

- Absence for illness will only be authorised if the Post 16 Attendance Officer is informed by a parent by 9.00am (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 and evidenced 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 96% any such absence may 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.
- Driving tests that are notified 24 hours in advance.
- Only in exceptional circumstances will any leave outside of those detailed above be authorised.

Unauthorised Absences

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

Monitoring Attendance

- Students' attendance will be closely monitored on a daily basis
- The Post 16 Attendance Officer will aim to inform parents within 24 hours of any absence that has not been previously notified or has not been authorised. Parents are also able to monitor their child's attendance and punctuality via Firefly.
- 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 of 95% or below, or absence deemed unacceptable by the Attendance Officer, a verbal warning will be issued by the Tutor and held on the student's record.
- The Tutor will meet with the student to discuss the absence, reinforce expectations for good attendance, address barriers and provide support.
- Students may be placed on a two week report with the Tutor to monitor attendance.
- Parents will be informed of Stage 1 intervention via a letter sent by the Attendance Officer.

STAGE 2: Year Leader Intervention

- If an unacceptable level of attendance of 95% or below continues, the Attendance Officer will inform the Year Leader.
- The Year Leader will meet with the student and the Pastoral Support Assistant to discuss the attendance issues, address barriers and provide support.
- A verbal warning will be issued by the Year Leader and the student will be placed on a two week report with them to monitor attendance.
- The student will need to sign in with the Post 16 Pastoral Assistant in the study area during their study sessions between 9:30 and 16:00 to support positive learning behaviours.
- A letter will be sent to the student's parent/s to inform them of the escalation to Stage 2.

STAGE 3: Director of Post 16 Intervention

- If an unacceptable level of attendance of 95% or below continues, the Year Leader will inform the Director of Post 16.
- The student will then be required to attend a meeting to review their attendance.
- A written warning will be issued by the Director of Post 16 and the student will be placed on a report with them 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 meeting.
- If attendance does not improve after Stage 3, the Vice Principal will be informed and appropriate proceedings will be decided by the Senior Management.

Potential Consequences

- Grounds for removing a student from roll include a student having been absent for a period of 20 consecutive school days or more without authorisation or explanation.
- Walton High reserves the right to withdraw or charge students for examination entries where if it is decided that they have not completed the required teaching hours needed to complete the course/s.
- Students not in school during the stated school day may face disciplinary action for any activities that they engage in that bring Walton High in to disrepute or endanger themselves or others.

Monitoring Punctuality

- 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.
- If a student fails to meet punctuality expectations, the following procedure will be implemented and tracked by the Attendance Officer:

STAGE 1: Tutor Intervention

- If a student receives three late detentions, a verbal warning will be given a verbal warning will be issued by the Tutor and held on the student's record.
- The Tutor will meet with the student to discuss the lateness, reinforce expectations for good punctuality, address barriers and provide support.
- Students may be placed on a two week report with the Tutor to monitor punctuality.
- Parents will be informed of Stage 1 intervention via a letter sent by the Attendance Officer.

STAGE 2: Year Leader Intervention

- If a fourth detention is issued for punctuality, the Attendance Officer will inform the Year Leader.
- The Year Leader will meet with the student and the Pastoral Support Assistant to discuss the punctuality issues, address barriers and provide support.
- A verbal warning will be issued by the Year Leader and the student will be placed on a two week report with them to monitor punctuality.
- The student will need to sign in with the Post 16 Pastoral Assistant in the study area during their study sessions between 9:30 and 16:00 to support positive learning behaviours.
- A letter will be sent to the student's parent/s to inform them of the escalation to Stage 2.

STAGE 3: Director of Post 16 Intervention

- If sixth detention is issued for punctuality, the Year Leader will inform the Director of Post 16.
- The student will then be required to attend a meeting to review their punctuality.
- A written warning will be issued by the Director of Post 16 and the student will be placed on a report with them to monitor punctuality.
- 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 meeting.
- If punctuality does not improve after Stage 3, the Vice Principal will be informed and appropriate proceedings will be decided by the Senior Management.