



## Attendance and Punctuality Policy

Within sixth form we expect all students to be in the academy, learning 100% of the time. We take attendance very seriously and expect all students to be on time to lessons and study periods. Our attendance officer monitors attendance in lessons and study through Arbor which parents and students can access and monitor.

Attendance will be monitored and reviewed every half term by the sixth form team and attendance officer. Parents can track their son/daughter's attendance online through Arbor. The attendance stages which will be followed by staff are outlined below – a letter regarding the attendance threshold below will be sent to parents with next steps.

If a student's attendance **falls below the expected 97%** the student will require a meeting with Head of Sixth Form/Deputy of Sixth Form. This will be monitored for the next 6 weeks where we will hope to see an improvement.

### **Lower than 95%**

parents are called to discuss attendance concerns by Head of Sixth Form/Deputy of Sixth Form where actions will be put in place. Attendance is monitored and parents are kept informed.

### **Lower than 92%**

parent meeting to discuss attendance and progress with Head of Sixth Form/Deputy of Sixth Form where actions are put in place to improve attendance and progress.

### **Lower than 90%**

Following previous meetings and action plans, parents are to attend a meeting to look at impact of attendance on progress. In this meeting, actions may involve adjustments to timetable, conditional offer or student being placed on an attendance contract.

### **Below 85%**

Where poor attendance persists, we will need to review the student's commitment to North Oxfordshire Academy sixth form and whether this is the best pathway for them. This will be a meeting with the Head of Sixth Form and the Principal.

*Institutions can apply reasonable conditions of attendance to qualify for exam entry. Here at NOA, students will not be entered for examinations if their attendance falls below 90%. Payment will be requested by the school; once payment has been made, students will be entered to take their summer examinations.*



### **Withdrawn from Course of Study**

Funding regulations dictate that a student must be withdrawn from their course of study if they are absent for 20 consecutive school days. The Education and Skills Funding Agency does not distinguish between authorised and unauthorised absence for this purpose.

### **Punctuality**

A big part of sixth form is managing time effectively, and one way to ensure that is to be punctual to every lesson or meeting. This is what we would expect in a professional environment.

- Students arrive to tutor (8.25am) and their lessons on time
- Lateness will be logged on Arbor and the sixth form team will follow up
- Parents will be invited in to attend a meeting to address punctuality concerns if persistent

### **Missed Lessons**

Students who fail to inform the sixth form that they will not be attending due to illness will be marked as a 'truancy' and is unauthorised.

- Parents will be called if a student does not arrive for their lesson
- Student will have a meeting with Head of Sixth Form/Deputy Head of Sixth Form to discuss concern
- Student is expected to catch up with the work during their study period

Those who have persistent truancy for lessons will be expected to attend a parent meeting to look at the suitability of NOA sixth form and/or the course.

### **Absence requests**

Students may request time off for work experience or compassionate leave but will need to complete an absence request form which will be reviewed by the Head of Sixth Form. In most cases these are granted and will not affect attendance. However, holidays during term time are not permitted and will not be authorised. If taken, this will be marked as an unauthorised absence.

### **Reporting an absence**

Parents will need to call the sixth form office directly to report an absence. Parents will need to call each day before 8.30am with a reason for why their son/daughter cannot attend lessons.



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The sixth form attendance line number is: **01295 234233**

**Interim Principal:** Ellie Jacobs

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