



## **Sixth Form Attendance**

Attendance is taken very seriously at HRS and we are working hard to help students achieve 100% attendance. We believe that:

- ❖ Regular attendance promotes the effective and continuous learning of all students
- ❖ Regular attendance promotes positive friendships and well-being
- ❖ Failing to attend school on a regular basis is a safeguarding matter
- ❖ Good habits of attendance and punctuality will assist to develop self-discipline and responsibility in preparation for future employment

If you achieve 100% attendance, you still have 175 days of holiday.

**Target Attendance: 95%**

## **Reporting an Absence**

If your child is unable to attend school you must notify us each day your child is absent via the absence line (01371 878654) preferably no later than 8.45 am with the reason why your child will be absent. Alternatively, you can email [pbarry@hrs.education](mailto:pbarry@hrs.education). If we have not been notified of a reason for the absence, you may be contacted via email or text.

If your child is to be absent for more than 3 days, medical documentation will be required for the absence to be authorised. This includes:

- ❖ A photocopy of the medication packaging prescribed by the doctor or nurse or prescription
- ❖ A stamped appointment card
- ❖ A letter from the doctors' surgery, consultant or hospital stating the date of the appointment or diagnosis

## **Reasons for Absence**

Every half-day absence from school has to be classified by the school (not by the parents) as either authorised or unauthorised. This is why information about the reason for any absence is always required.

**Authorised Absences** are mornings or afternoons away from school for a good reason and that are permitted under government guidelines such as illness, medical/dental appointments that unavoidably fall in school time, emergencies or other unavoidable causes. Medical and dental appointments, where possible, should be made after school or during school holidays. The school understands that this is not always possible, however,

students should attend school prior to or following a medical/dental appointment and avoid a full day's absence. **Medical appointments are an absence and must be recorded as such.**

## **Unauthorised Absences**

Absences will be recorded as unauthorised if:-

- ❖ A student is absent from a session without obtaining authorisation beforehand from the Head of Sixth Form
- ❖ A holiday/social event is taken during term time (except due to exceptional circumstances). A blue absence form must still be completed and signed by Mrs Wright
- ❖ A driving lesson is booked during a teaching lesson
- ❖ A period of part time employment is attended
- ❖ An interview for a part time employment or training for employment is attended
- ❖ A lesson is missed to catch up on or complete coursework or homework
- ❖ Lessons are missed where a student is seeking to change or discontinue a course, before official approval has been given

**Only the School, not the parents can authorise an absence.**

## **Monitoring Attendance**

Helena Romanes School can decide how and when to intervene if they have concerns over students' attendance. Therefore, every half term the Sixth Form Manager will identify students whose attendance falls below **92%**.

Helena Romanes can sanction and discipline post-16 students in accordance with the details set in this attendance policy. If necessary the following interventions will take place:-

**Step 1** – If a student's attendance percentage falls below 92%, a meeting is arranged with the student by their tutor (or Sixth Form manager) to discuss the issue. Appropriate targets are set. The student's attendance is then monitored closely for two weeks.

**Step 2** – If no improvement is seen within the two weeks, the student is put on daily attendance report for two further weeks. This is reviewed at the end of each day by the Sixth Form Manager. A letter is sent home to parents to inform them of this step.

**Step 3** – If attendance remains poor, a meeting with the student, parents and Head of Sixth Form is arranged.

**Step 4** – If, despite all intervention work, no improvement is evident, the student is asked to leave HRS.

## School Punctuality

Parents/carers are responsible for ensuring that their child arrives to school punctually. Students should arrive at school no later than 8:40am unless they are on a school bus and there is an unavoidable delay. Registration begins at 8:45am and form tutors electronically take the first register of the day. Students must sign in with their lanyard or report to the sixth form office if they arrive after 9:00am. Students arriving after the registers close at 9:30am, without a legitimate reason, will be recorded as an unauthorised absence.

### **Minutes lost each day      Days lost per school year**

5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Lateness = minutes amount to days = lost learning.

## Good Attendance

What does your child's percentage attendance mean? Parents/carers often become confused about what good attendance is. As a school, our target attendance percentage is 95%.

<b>Attendance Percentage</b>	<b>Days missed over a school year</b>
<b>100%</b>	<b>0 days</b>
<b>95%</b>	<b>10 days</b>
<b>90%</b>	<b>20 days</b>
<b>85%</b>	<b>30 days</b>
<b>80%</b>	<b>40 days</b>

Students\* with attendance of over 95% perform one grade higher per subject than those with attendance of 85% or less.

\*If you compare students of equal ability

Please contact the Sixth Form Manager, Mrs Paula Barry, pbarry@hrs.education, if you have any queries regarding your child's attendance.