

### IC6 Attendance Procedure

**It is an expectation of IC6 that all students have good attendance to all tutorials, assemblies, timetabled lessons, study sessions and enrichment activities. Good attendance is classed by the school as 96% or above. By enrolling all students are agreeing to attend school at least 96% of the time and to the attendance procedure as outlined below.**

#### **Absences due to medical circumstances:**

- If, upon joining IC6, a student has a known medical condition that may affect their attendance, the student should inform the Head of Sixth Form at the first opportunity and, where appropriate, provide medical evidence of this
- In the event of a student being too unwell to attend school, their parent/carer should leave a message on the school absence mailbox by 8.30am on the morning of the absence, stating the name of the student, the reason for absence and the likely day of return
- In the event of a student missing more than 5 continuous school days as a result of illness or other medical circumstances not known to the school, medical evidence should be provided. If this is not provided, then the absence may be deemed to be unauthorised

#### **Absences due to appointments:**

- Students should endeavour to make all appointments, medical or otherwise, outside of school hours
- In the event of this being impossible, the student should provide the Head of Sixth Form with written evidence of the appointment at least 24 hours in advance of it. It is at the discretion of the Head of Sixth to grant absence in such an instance and, if the absence is granted, it is the responsibility of the student to inform their subject teachers and complete any work missed as a consequence
- It is not acceptable for any student to be unavailable during the school day due to unauthorised appointments or part-time work

#### **Improving attendance process in the event of a student failing to have good attendance to school**

Students' attendance is monitored on a weekly basis by the Raising Attainment Coordinator, Head of Sixth Form and Deputy Headteacher with responsibility for the Sixth Form. If, at any stage of the academic year, a student's attendance is not good, then the improving attendance process outlined below will be triggered. Once a student has reached a particular stage of the process, if their attendance becomes a cause for concern at any later date, then they will progress to the next stage.

##### **Stage 1**

- Stage 1 of the improving attendance process will take place if a student's attendance falls below 96%
- Head of Sixth Form/another appropriate member of the Sixth Form Team to hold a Stage 1 improving attendance meeting with the student to discuss reasons for absence
- Student to be given 3 weeks to improve their attendance to school or they will move onto Stage 2 of the process
- Student to be given a letter informing them of the outcome of the meeting and a copy to be posted to parents/carers
- A copy of the letter will also be copied to the student's form tutor and subject teachers

## **Stage 2**

- Stage 2 of the improving attendance process will take place if, after 3 weeks from the date of the Stage 1 meeting, a student's attendance has not improved or fallen further
- Head of Sixth Form/another appropriate member of the Sixth Form Team to hold a Stage 2 improving attendance meeting with the student and their parents/carers
- Student to be given a further 3 weeks to improve their attendance to school or they will move onto Stage 3 of the process
- Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home
- A copy of the letter will also be copied to the student's form tutor and subject teachers

## **Stage 3**

- Stage 3 of the attendance process will take place if, after 3 weeks from the date of the Stage 2 meeting, a student's attendance has not improved or fallen further
- Deputy Headteacher to hold a Stage 3 improving attendance meeting with the student and their parents/carers
- Student to be given a further 3 weeks to improve their attendance to school or they will move onto Stage 4 of the process – possible removal from the Sixth Form
- Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home
- A copy of the letter will also be copied to the student's form tutor and subject teachers

## **Stage 4**

- Stage 4 of the attendance process will take place if, after 3 weeks from the date of the Stage 3 meeting, a student's attendance has not improved or fallen further
- In the event of a student reaching Stage 4 of the improving attendance process, the Headteacher will be informed and will make a decision regarding whether the student should be asked to leave the Sixth Form
- Deputy Headteacher to hold a Stage 4 meeting with the student and their parents/carers, informing them of the Headteacher's decision and helping them to devise next steps as appropriate
- Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home
- A copy of the letter will also be copied to the student's form tutor and subject teachers

## **Exceptions to the improving attendance process:**

- If a student's attendance is not good due to exceptional circumstances, medical or otherwise, then the Deputy Headteacher can make the decision to not trigger the improving attendance process
- If a student's attendance at any time falls below 90% due to a sustained period of absence without an acceptable reason, then Stage 4 of the improving attendance process will be triggered
- If the school is unable to contact either the student involved in the improving attainment process or their parents/carers – or they fail to attend the agreed meetings – then a decision regarding whether to progress the student to the next stage of the process may be made in their absence