

Dear parent/guardian

Nationally there is a strong correlation between attendance and post-16 results. The Bromfords School and Sixth Form College's expectation is that Sixth Form students maintain an attendance percentage figure of 96% and above. High attendance is linked to high attainment which will enhance your son/daughter's life chances in terms of continuing with higher education or progressing to a career path of their choice. With this in mind it has been necessary for the Sixth Form to revise its attendance policy/procedures. The following document is designed to clarify our attendance policy which will be implemented for the September 2015 academic year.

### **Revision to Sixth Form Attendance Policy/Procedures – September 2015**

**Study Periods** - Due to Government funding changes which have been implemented in 2015, home study is no longer permitted. Students all need to complete 540 hours to be eligible for full time funding. As a result, all study periods will be supervised by a member of staff. This should ensure post-16 students have all the support required to maximise their achievement in A-Level and BTEC courses. Where students have a study period they must sign in at The Sixth Form Study Centre.

**Absence** – Absence will be authorised in the following circumstances:

- a) Where leave has been granted by the school in advance.
- b) Where a student is to participate in an approved performance for which a licence has been granted by the Local Authority.
- c) Where a student has been granted leave due to exceptional circumstances – in authorising such an absence, the individual circumstances of the particular case and the student's overall pattern of attendance will be considered.
- d) Where the school is satisfied that the child is too ill to attend or where medical evidence has been provided or where a previously diagnosed known medical condition exists. If a student's attendance falls below 96% parents/carers will receive a letter advising that the school will no longer continue to authorise any absence due to illness without medical evidence unless a known previously diagnosed medical condition exists. This evidence should be marked for the attention of the Attendance Officer and may take the form of:
  - a medical certificate.
  - one of our Student Medical Certificates signed and stamped by the student's GP (these are available from the Main Reception or on the Bromfords website);
  - a copy of a prescription issued by the GP and/or a copy of **prescribed** medication packaging both of which must clearly show the name of the student (originals maybe brought into school to be photocopied). Please note the amount of days authorised will be at the discretion of the school depending on the nature of an ailment/medication;
  - an appointment card or letter for all GP and hospital appointments.

Should your child have a diagnosed medical condition, which may affect their ability to attend school regularly, it is imperative that the school is aware of such a condition and updated on a regular basis. Any such condition will, obviously, be taken into account where absence due to illness is concerned.

- e) Where the student has a medical appointment supported by an appointment card/hospital letter (although parents are encouraged to make these out of school hours wherever possible, and for the student to return to school immediately afterwards – or send him/her to school beforehand).
- f) Where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions.

- g) The absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong.
- h) Other exceptional circumstances e.g. a family bereavement and for a very limited period.

**All notes should be handed in an envelope stating post-16 attendance and given to Mrs Beckwith and Mrs Williams directly.**

**Unauthorised Absence** - Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- a) Holidays during term time
- b) No explanation has been given by the parent;
- c) The school is not satisfied with the explanation;
- d) Driving lessons;
- e) The student is staying at home to mind the house, a relative or pet;
- f) A shopping trip;
- g) A birthday;
- h) Family holiday;
- i) Being unable to participate in a school activity e.g. school trip, activity day;
- j) Meeting relatives from/taking relatives to the airport;

**Students Arriving Late for College** – The school day commences at 8.30am and the register is called promptly at 8.35am, any student arriving after 8.35am but before 8.55am (when the register closes) will be marked as **(L)**, late Any student arriving after 8.55am, without a valid reason, will be marked as late after the register has closed **(U)**. This is classed as an unauthorised absence. All students arriving after 8.35am are expected to sign in at Student Reception. If a student fails to register and/or sign in but is later located in school he/she will be marked as 'late after the register has closed'. Attendance at form time is vital to ensure your child completes their University or workplace application forms. During form time, students will also complete the Employability for Life Charter Plus Award, an external qualification which is well recognised by employers and universities regionally and nationally.

Should your son/daughter's attendance fall below 96% you will receive a letter as stated above. This letter will be the first stage in the Sixth Form three tier attendance procedure. We will closely monitor the situation and if your child's attendance fails to improve without good reason we will arrange a Bromfords Attendance meeting with Mr Altman, Assistant Director of Sixth Form. If after such meeting attendance has still not improved, your son/daughter will meet with the Director of Sixth Form, Mrs O'Reilly. The final stage in the process will involve a meeting with the Headteacher, Mr Gee.

We would like to take this opportunity to thank you for your support in ensuring your son/daughter attends college regularly and on time in order for him/her to achieve his/her full potential. Good attendance is vital to ensure excellent achievement and ultimately ensure your son/daughter is fully prepared for the world of work. Research has shown that students who attend regularly and have attendance above 96% will on average achieve one grade higher in their AS and A-Level examinations. If you would like any clarification regarding attendance please do not hesitate to email me directly.

Yours sincerely,

Jane O'Reilly  
Director of Sixth Form  
oreillyj@bromfords.essex.sch.uk

Rob Altman  
Deputy Director of Sixth Form