5 Dimensions Trust

Key Stage 5

Attendance and Punctuality Policy

KS5 Attendance and Punctuality Policy

Good attendance is essential for success. There is a direct link between good attendance and punctuality and student outcomes. 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.

Students in 5D Post 16 are enrolled as full-time students and lessons are delivered through face-to-face learning and therefore students are expected to attend all timetabled lessons in person.

5D considers attendance as part of our expected positive behaviours and is closely linked to our behaviour policy. Continued poor attendance to school or lessons will impact on academic performance and is regarded as a misbehaviour which can cause serious harm to their own education and could results in students losing their position within the school, as they are not meeting our behaviour expectations.

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.

% Attendance	Number of days missed
100%	0
98%	4
95%	9
90%	19
85%	28

Expectations for students, parents/carers and staff:
All staff have a key role in supporting and promoting excellent attendance, including role modelling their own attendance and punctuality.
Post 16 students have chosen to enrol into their school and therefore should show their own dedication and commitment to attending tutor time, lessons and study periods and should aspire to achieve 100% attendance. Absence should only be for exceptional reasons.
Parents have supported their child enrolling at the school and therefore should support their child and the school in ensuring the student attends on time and any absences are reported by the parent.

Authorised Absences

- Absence for illness will only be authorised if attendance receive confirmation from a parent by email or phone call.
- If a student is taken ill while at school and a parent has advised them to go home.
- Medical appointments that are notified by parent via email or phone call.
- 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.

For any planned absences students should complete a leave of absence form, which must be signed by the relevant staff and parents and should be submitted to the sixth form team at least three days prior to the planned absences.

For any unforeseen absences parents must email their child's form tutor and attendance on the morning of the absence and for any further days absent. Ideally communication should be made by 8am each day.

Unauthorised Absences

- Illness and medical appointments not notified as above
- Driving lessons
- Holidays taken in term time
- Employment shifts
- Being in school but not in lessons.

Attendance will be closely monitored by the student's tutor and Post 16 team. Parents should also regularly monitor their child's attendance by signing into Arbor.

An informal word with a student should normally be sufficient in most cases, however when a student does not respond and improve their attendance, it may be necessary to use a more formal procedure shown below:

Specific Subject Attendance Concerns

- The subject teacher will put a Post 16 truancy code on Arbor, this will generate a communication home, so parents are aware.
- Three truancy codes will result in an hour detention in Post 16.
- For persistent truancy, subject teachers may also contact home.

Truancies will impact students' overall attendance and therefore could end up with the below procedure.

Attendance Level	Action	Key Member of Staff
Attendance is below 95% due to unauthorised absence or continued failure to attend tutor time or lessons	Student and tutor meeting, followed by two weeks of monitoring. Parents are informed.	Form tutor
Attendance drops below 90% due to unauthorised absence and no improvement in attendance to tutor time or lessons	Student, Tutor and Parent meeting with member of the Post 16 team with a further two weeks of monitoring	Form tutor/ Head of Year Head of Post 16 made aware
Attendance drops below 85% due to unauthorised absence and no improvement in attendance to tutor time or lessons	Student, parent and Head of Post 16 meeting, two weeks supervision in study space with an hour supervised revision after school. Parents will be asked to pay exam entry fees up front, if attendance between this meeting and the end of Year 13 meets 90% the school will reimburse the fees.	Head of Post 16
Further days absence and no improvement in attendance to tutor time or lessons	Parent, Head of Post 16 and Principal meeting to discuss position in the academy and alternative pathways.	Head of Post 16 Principal

If a student is missing for at least 20 days without authorisation, and we do not reasonably believe the student is sick or absent for another unavoidable cause and we cannot establish where the student is living and reasonable enquires have been made, a student will be taken off roll.

If the decision is made that students will not be allowed to continue to study, students or parents might wish to appeal the process and if so, they must do so in writing to the Principal within ten days of this decision being made

Punctuality

Punctuality to tutor time and lessons is considered as important as attendance. Students arriving late to lessons means they have missed part of their learning and is also disruptive to the lesson and other students learning journey.
If a student is persistently late to a lesson, subject teachers will contact home to inform parents.
If the lateness continues or a student is more than 15 minutes late the teacher reserves the right to not allow the students to attend the lesson and will then record this as a truancy.
When a student received three truancy codes, they will be given a Post 16 detention. Failure to complete this detention will result in a day in main school isolation.