

ATRIUM STUDIO SCHOOL



**Guidelines for students and parents
regarding**

ATTENDANCE

***PLEASE READ AND KEEP FOR
REFERENCE***

2017 - 2018

TO REPORT A 6TH FORM ABSENCE:

Telephone:
01364 655399

Philosophy:

Atrium Studio School Sixth Form is committed to providing a full educational experience for all pupils. If pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

Research shows that good attendance plays a crucial part in student success and this combined with good performance will ensure that students can be entered for their examinations. We expect a minimum attendance of 97% in each subject to be maintained. It is vital that students, parents and staff work together to achieve at least this minimum target.

We encourage students to take responsibility for attendance to effectively prepare them for work and higher education progression routes.

Objectives:

- To encourage full attendance and punctuality
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- To acknowledge and reward a successful record of attendance
- To ensure a consistent approach throughout the School

Procedures:

Students, Parents, Personal Tutors and Subject Teachers

1. Students are required to attend registrations as required by tutor, timetabled lessons, tutorials and the weekly Sixth Form Assembly. Employers, Universities and Schools always ask us about a student's attendance. We want to be able to say that student's records are excellent. Attendance and punctuality concerns will be recorded on the performance consequence system and will be used in all references.
2. Registration will take place at **9.00 am** each morning. Students will also be registered in every timetabled lesson. Students who have signed a Study Contract must sign in at Atrium Reception on arrival or and sign out if they leave the premises before 3.35 pm. If a student arrives late to School and misses registration with their personal tutor they must sign in at Atrium Reception.
3. Students on Work Placement must show evidence of attendance at Work Placement to Mary Hodge, on a weekly basis, so that registers can be updated.
4. Sixth Form students must telephone 01364 655399 by **10 am** on the morning of an unavoidable absence to inform Reception staff, and the reason for absence will be recorded in the registers. If students do not comply with this, a concern slip may be issued. A member of staff will contact parents where a student's reasons for absence are not acceptable or where we believe that the reason given is not accurate.

5. Students to inform Mary Hodge, all their teachers and their Personal Tutor in advance of any future absence already agreed by their tutor and to ensure that they complete all missed work.
6. A student's attendance figure will be communicated to parents at least three times a year via the Student Performance Reviews. Unsatisfactory attendance at lessons may result in students not being entered for their examinations and/or being told to leave the Sixth Form.
7. Student attendance data will be monitored throughout the year. Appropriate action will be taken in all instances where a student's attendance drops to less than 90%.
8. When study leave has been granted by the Head of Sixth Form students can negotiate with their Personal Tutors the possibility of missing one registration each week.

Students and Parents

9. If a student needs to leave the site during the day (other than when on official study) they **must** have been given verbal authorisation by Mary Hodge in person. Using the signing out book is not enough on its own! If students do not comply with this, a concern slip may be issued.
10. If a student has not applied in advance by at least one week for an absence that is likely to be authorised (eg University Open Day, hospital or dental appointment that is not an emergency) then the absence will not be authorised. If students do not comply with this, a concern slip may be issued.
11. Applications for term time holiday need to be made in writing on a holiday form (available from Samantha Harris in Reception) at least one month in advance. We are only able to authorise term time holiday for post 16 students in exceptional circumstances (eg attendance at a specialist education event, foreign travel with educational value, university open days etc). Holidays will not be authorised during examination periods or during A2 teaching time after Year 12 examinations (May, June July).
12. Parents to be informed annually (usually via "welcome back" letter in September) of acceptable and unacceptable reasons for absence. These are:

Acceptable	Unacceptable
Medical/Dental	Shopping
Courses	Looking after siblings or sick relatives
School approved work experience	Part-time work
Study period as agreed in home study contract	Birthdays
Driving test	Driving lessons

13. The Head of Sixth Form will maintain an overview of attendance and will consult regularly with Personal Tutors about student attendance. Published figures will be used to improve attendance.
14. Attendance/punctuality concerns will be recorded on the performance consequence system. Personal Tutors will seek to support students in these concerns. **However attendance is the responsibility of the student, unresolved concerns regarding attendance or punctuality is likely to result in students not being entered for their examinations and/or being required to leave the Sixth Form.**
15. Unauthorised absences can only be back dated for a maximum of two weeks. By checking your attendance record with your tutor each week you will be able to resolve any concerns.

Attendance Procedures

A copy of the previous week's register will be available for you to check by lunchtime on Tuesdays in the common room in the Atrium. If you have an unexplained absence for a lesson this will show as an **N** on the register. If you think this is a mistake you must complete an orange slip (Figure 1), ask your subject teacher to sign it and return it to Mary Hodge the following Monday morning. ***Some errors do occasionally occur so even if you know your attendance is 100% please still check the register.***

If you know in advance that you will be absent for a lesson/s please inform Mary Hodge by letter or verbally so that the register can reflect this. ***While absent from School you must phone the Sixth Form (01364 655399) each day by 10 am.*** You must follow this system to ensure your attendance record is accurate.

If your tutor or subject teachers are dissatisfied with your attendance at registration or lessons this will count as an unauthorised absence and will be recorded on your Performance Review. This information will also be provided in your reference. It is therefore vital that you have an excellent attendance record.

Figure 1

An example of a completed orange slip:

<p>Student Tutor Group </p> <p>According to the register you were not present at a lesson. If you did attend then please get the teacher to sign this slip. You must then hand the slip to Mary Hodge for the register to be amended.</p>									
Date	Day	P1	P2	P3	P4	P5	Teacher		

Examples of authorised absence:

<i>Reason for absence</i>	<i>Action</i>	<i>To whom</i>
Illness	Phone Atrium Reception each day by 10 am	Mary Hodge
Emergency Doctor's appt	Phone on the day before 10 am	Mary Hodge
Emergency Dental appt	Phone on the day before 10 am	Mary Hodge
Driving Test	Show DVLA letter in advance	Mary Hodge
Theory Test	Show DVLA letter in advance	Mary Hodge
University Visits	Authorised in advance	Mary Hodge
Study Leave	Return signed study contract	Mary Hodge
Exam Study Leave	Authorised in advance	Mary Hodge
Registration errors	Cover by checking registers and using orange slip system	Mary Hodge
Organised School Trips	Notification in advance	Mary Hodge

The above may in some circumstances be subject to the approval of the Head of Sixth Form.

Students Claiming Bursary

Payment of the award is subject to acceptable levels of attendance. Authorised absences will not affect payment of the bursary. Unauthorised absences will cause a deduction to the payment awarded for the half term periods, according to the percentage of unauthorised absence the student has recorded for that period. For example, a student who has a 5% unauthorised absence for a half term period will have 5% of their award deducted when payment is made. Students who have no unauthorised absences for a half term period will not receive any deductions on the basis of their attendance. Calculations of a student's attendance will begin afresh at the start of each half term for this purpose.

If your tutor is dissatisfied with your attendance at registration this will count as an unauthorised absence and payment will be suspended. You must attend all your public examinations and achieve at least Good progress in each of your Performance Reviews.

The bursary can only be authorised if both attendance and ALL subject performance is at least Good.

Remember, **YOUR** payments are controlled by **YOUR** actions.

Attendance Appeals Procedure

If a student should disagree with an unauthorised absence the following steps of appeal should be taken.

Note: The majority of unauthorised absences are resolved in Step 1.

1. Verbal discussion with the Head of Sixth Form producing evidence to cover the unauthorised absence.
2. A written appeal by the student to the Head of Sixth Form. Upon receipt of the appeal an appointment will be made for the student to discuss their appeal with the Head of Sixth Form.
3. All evidence and written communication will be presented to a Deputy Principal, who will make a **final** decision.

Examples of unauthorised absence:

- Holidays (Term Time) – unless of specific educational value and agreed in advance with the Head of Sixth Form.
- Driving lessons
- Non attendance at registration
- Any absence not covered by a phone call or in writing by a parent
- Non attendance at lessons
- Any unauthorised study leave, university trips etc.
- Failure to attend compulsory events organised for you within School, even if these events are organised during periods when you are not normally being taught,

TO REPORT A 6TH FORM ABSENCE:

Telephone (Atrium Reception):

01364 655399