



6th Form Attendance and Punctuality Policy

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APPROVED BY	Emma Glover
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1 Principles

Scholars at Astrea Academy Sheffield have the right to the best possible education. In order for scholars to achieve their potential, excellent attendance and punctuality is essential. All AAS Sixth Formers are expected to take responsibility for their attendance and punctuality; this includes modifying routines and habits where necessary. We will support all our Sixth Form scholars in developing a high level of individual responsibility as they ready themselves for the demands of competitive destinations and careers.

AAS Sixth Form has clear and graduated response to any concerns regarding attendance and punctuality and will work with parents/guardians to ensure scholars succeed.

2 Aims

- To cultivate habits of excellence.
- To ensure attendance and punctuality concerns are dealt with in a supportive way with the aim of removing any barriers to education.
- To support scholars by involving parents/carers early on.
- To ensure that each scholars attendance is looked at on an individual basis.
- To involve scholars in setting clear and achievable targets to improve if necessary.

3 Roles and Responsibilities

The academy sets out clear and explicit expectations of all stakeholders, based on the Trust’s values of Scholarship, Curiosity, Tenacity and the academy’s values of Respect and Responsibility. We will hold all individuals, scholars, and staff to account for their contribution to the areas for which they are responsible. Specific roles and responsibilities are summarised in the AAS Sixth Form Scholarship Agreement. See Appendix 1.

4 Attendance and Punctuality Concern Process

Conduct Concern Process: Support and Sanctions Grid

Attendance Stages

Universal Offer

- Daily absence calls
- Attendance must be discussed in every professionals meeting
- Attendance must be discussed during every meeting with a parent
- Where possible parents / professionals are shown/handed a copy of the absence certificate the scholar/family.

Stage 1: Informal (Below 97%)

Stage 1

Aim of this stage: Early intervention to advise parents / scholars that attendance has started to drop.

- Targeted PYL phone call home to parents
- Targeted PYL conversation with the scholar
- Text sent by the PYL

Actions:

- Parent / Scholar voice must be recorded on CPOMS by the PYL
- PYL will ensure these are followed up and recode the tracker with the date that the call was made (using the CPOMS log) and highlight this as done in green.
- Missed calls / voicemails must always be followed up - a verbal conversation must be had.
- What are the barriers for this scholar? If any?
- Sixth Form team will continue to track any concerns using biweekly VAN & attendance meetings.

Stage 2: Formal Warning (Below 95% or 2nd session of below 97% in a half term)

Aim of this stage: Early intervention to advise parents / scholars that attendance is now raising concern. Capture and formally record scholar voice.

- **Meeting 1 invite** is issued within 3 working days by the admin team including a copy of the scholar's attendance certificate. Comments for absence must be included in this.
- Targeted meeting with the Scholar, Parents and Head of Sixth Form regarding absence. Scholar must be given a copy of their attendance certificate / notes are taken and scholar/parent voice is recorded.
- Appropriate targets are put in place and an agreed monitoring period is documented.

Actions:

- **Meeting 1** is saved on CPOMS under the correct category
- PYL will ensure the tracker is up to date with the correct date / colour coding to ensure stages are met.
- Scholar/parent voice must be recorded on CPOMS and added as a PYL attendance meeting
- What are the barriers for this scholar? If any?
- Referrals for any other services?

Stage 3: Final Warning (Remains below 95% following stage 2)

Aim of this stage: Further intervention to advise parents / scholars that attendance remains a concern. Capture and formally record scholar voice.

- **Final Warning meeting invite** is issued within 3 working days by the PYL including a copy of the scholar's attendance certificate. Comments for absence must be included in this.
- Minuted meeting with the Scholar, Parents and Head of Sixth Form / Principal where appropriate regarding absence. Scholar must be given a copy of their attendance certificate / notes are taken and scholar/parent voice is recorded.
- Appropriate targets are put in place and an agreed monitoring period is documented.

Actions:

- **Final Warning meeting invite** is saved on CPOMS under the correct category
- PYL will ensure the tracker is up to date with the correct date / colour coding to ensure stages are met.
- Scholar/parent voice must be recorded on CPOMS and added as a PYL attendance meeting
- Notes to be sent to parents via recorded delivery
- What are the barriers for this scholar? If any?
- Referrals for any other services?

Sanctions / Support during this time for poor attendance / punctuality will include:

- 24hr completion for lessons missed or late too lesson
- External agency referrals
- Parent meetings
- Scholar Meetings
- Texts
- PYL 1-1 session
- Information sharing

Appendix 1 – Scholarship Agreement



SCHOLARSHIP AGREEMENT 2023/2024

Our vision: To provide an exceptional, knowledge rich experience, which ensures all scholars succeed.

We believe that a great academy is simply one where everyone is united in a common goal to provide the best educational experience for the scholars and community we serve. We recognise that Astrea Academy Sheffield is in a truly privileged position, being an academy for the whole community and helping to shape the future of generations to come. This a partnership between academy, scholars, and families, holding the highest aspirations and working together to ensure every child and young person excels. We believe that this partnership is essential in achieving this aim. Our scholarship agreement sets out what you can expect from AAS Sixth Form and what we expect of you as a Sixth Form Scholar.

Sixth Form Scholars and parents/carers can expect the Academy to:

- provide a programme of study that opens doors to prestigious universities and competitive careers;
- teach a carefully sequenced knowledge-rich curriculum which is aspirational and delivered by exceptional teachers who are experts in their subjects;
- review class and independent work and give regular feedback in class and through Progress Review data;
- provide high quality independent study spaces and resources that allow scholars to focus and learn;
- encourage high standards of behaviour, a sense of personal responsibility and resilience so scholars can thrive in a community of likeminded individuals;
- provide a supportive, inclusive, and safe learning environment so that scholars can fulfil their potential academically and personally;
- offer unrivalled pastoral support through careful monitoring and systems that ensure the needs of all scholars are met;
- promote and support emotional, physical, and mental wellbeing;
- let parents/carers know about any concerns or problems that may affect scholar learning, behaviour or well-being and offer support when required;
- deliver a tailor-made enrichment/co-curricular programme and provide plenty of leadership opportunities

The Academy expects Sixth Form Scholars to:

- always model the Academy's values and ethos both within the Academy and in the wider community; treat all staff and fellow scholars with kindness and respect;
- to follow academy rules and instructions of academy staff, first time every time;
- have a relentless commitment to excellence in all lessons as well as in the study area and library;
- respect the Study Area – it must be used for work only during study times;
- commit to, a minimum of, 15 hours a week reading/private study/homework (and 3 hours of UpLearn for each relevant subject);
- complete all homework and all non-exam assessments by deadlines;
- bring all the required equipment, books and folders to lessons and maintain folders to the expected standard;
- have a personal attendance target of 97% or above;
- be punctual to the academy, to lessons and all supervised study periods – time is precious;

- make appointments outside of the academy day where possible. Any pre-arranged appointments must be communicated in advance to the Academy and evidence must be provided. If evidence is not provided the absence will not be authorised and will impact on the scholars overall attendance;
- attend any pre-arranged sessions of specific support, intervention or enrichment;
- arrange holidays outside of term time. Please note that term time holidays will not be authorised and have a significant impact on attainment;
- adhere to the Dress Code.

The Academy expects parents/carers to:

- support your child’s education, believing that your involvement is vital for their success;
- work in partnership with staff at the Academy;
- give your full support to the Academy and ensure your child always engages with support and completes sanctions where required;
- attend any meetings about your child’s education, progress and wellbeing;
- Support your child to attend any pre-arranged sessions of specific support, intervention or enrichment
- support your child to attend every day and work with the Academy to ensure your child has excellent attendance and punctuality;
- report scholar absence to the Academy by 8:30am;
- make appointments outside of the academy day where possible. Any pre-arranged appointments must be communicated in advance to the Academy and evidence must be provided. If evidence is not provided the absence will not be authorised and will impact on the scholars overall attendance;
- arrange holidays outside of term time. Please note that term time holidays will not be authorised and have a significant impact on attainment;
- ensure that your child has all necessary equipment and adheres to the Sixth Form Dress Code Policy.

By signing this agreement, you are acknowledging that you have read the above information and that you agree to support this partnership with your child and the staff at Astrea Academy Sheffield. I understand that my place as a Sixth Form Scholar at AAS Sixth Form will be reviewed if I do not meet these requirements.

Scholar name:	Parent / carer name:	Sixth Form Staff member name:
Scholar signature:	Parent / carer signature:	Sixth Form Staff member signature:
Date:	Date:	Date: