



JANE AUSTEN COLLEGE

Exceptional learning leads to greatness

SIXTH FORM ATTENDANCE, PUNCTUALITY AND BEHAVIOUR POLICY 2020-21

This policy was approved by the Full Governing Body on :	Summer 2020
This policy will be reviewed every two years	

Introduction

One of the most important factors in ensuring that students achieve their full potential is regular attendance and punctuality at school and in lessons. In addition, good behaviour is also essential. It is important, therefore, to have a policy which makes our expectations clear to students, parents/carers and staff. *See Appendix A for absence descriptors.*

Aims

The aims of the school are:

- to encourage 100% attendance and punctuality
- to ensure all those associated with the school understand the expectations in relation to attendance and punctuality
- to produce regular information about class and individual attendance and punctuality which will enable the school to monitor trends and patterns so that appropriate measures can be taken to improve attendance and punctuality and thus academic performance
- to ensure all staff and students behave in a manner that is conducive to learning.

Links with school aims

Good attendance, punctuality and behaviour support the school in achieving all of the school's aims, including:

- ensure that all students gain the highest examination results of which they are capable and to foster a love of learning that will continue throughout life
- ensure that all students maintain high standards of discipline and responsibility in school and the wider community
- actively involve parents/carers in all aspects of their student's education at the school;
- ensure that all students are prepared for the varied and demanding roles they will play in adult life;
- develop self-discipline

Guidelines

Jane Austen's expectations are that:-

Parents/carers should:

- ensure that their child/ ward attends school punctually every day unless they are ill and ensure the student contacts the School on the first day of absence;
- contact the school if there are problems which need to be discussed;
- avoid requests for appointments and holidays during the school term.

Students should:

- contact the school if they are unable to attend; these calls/ emails may be followed up with parental contact if corroboration is required
- students should email the sixth form administrator at jac6thform@janeaustencollege.co.uk every day they are unable to attend to explain their absence
- discuss personal attendance or punctuality difficulties with their Tutor or Heads of Sixth Form;
- should not book driving lessons or other non essential appointments during the school day; this includes routine dental and medical appointments. Note that evidence of appointments may be requested
- should not have work shifts during the school day between the hours of 09:00 and 16:30.

Heads of Sixth Form should:-

- ensure that notification of absence is received from parents/carers for planned absences and that these are recorded
- investigate ongoing, persistent or unusual absence matters and upscale to an attendance contract where necessary e.g. illness without medical evidence or persistent transport issues.

Tutors, teachers and other staff should:-

- lead by example by being punctual
- mark their electronic class register within the first 15 minutes of every lesson;
- check absences against absentees and report any discrepancies to the Heads of Sixth Form as appropriate;
- apply appropriate measures for those students who arrive late to ensure their learning is not disadvantaged
- adopt a welcoming and encouraging approach to children returning from absence with ideas for catching up missed work (including catch-up where appropriate).
- liaise with the Heads of Sixth Form in providing catch-up work when necessary.

In the case of lateness

Students who are late for lessons must attend their lessons as soon as possible. If a student is late by more than 30 minutes this will be recorded as an unauthorised absence unless there are

mitigating circumstances. Persistent or low attendance will result in a student being placed upon an attendance contract in order to develop the self discipline required to manage their time effectively. Furthermore, students who fail their attendance contracts will be upscaled to a behaviour contract. Parents and carers of these students will be contacted to discuss concerns with the Head of Sixth Form; failure to improve may result in the student being asked to leave the School.

In the case of absence

The school operates an email alert system for attendance. Students must email jac6thform@janeaustencollege.org.uk to explain any absences. For planned absences, students must complete an absence request form at least two weeks prior to the absence and the sixth form administrator. *See Appendix C.* The following procedures should all be observed in order to avoid unnecessary stress to parents:

- students on trips / visits must be notified to the Head of Sixth Form and names put on the calendar
- staff removing students from lessons must notify the Heads of Sixth Form
- class lists must not be changed without authorisation
- students must not leave school premises without using their identity cards and the electronic recording system

In the case of illness during the school day

At Jane Austen mental and physical health are all regarded as of equal importance. Absence through ill health may refer to a student's emotional, mental or physical health and the same reporting and support measures apply.

If a student is taken unwell during the school day and is unable to continue with a lesson, or move on to a lesson later in the school day, the following procedures will be observed:

- the student will need to notify Ms Joel as soon as possible
- where necessary Ms Joel can support with first aid and inform parents if they need to be collected from the school

In the case of extended absence through ill health

Evidence of ill health will be required for extended absences.

- for absences of **three to six days**, including weekends and bank holidays, a student will be asked to complete a self-certification of absence form (countersigned by a parent/carer) on return and hand this to the Heads of Sixth Form. *See Appendix B.*
- for absences of more than **seven days**, including weekends and bank holidays, a medical statement or fit note from a doctor or other qualified professional will be required
- for absences extending beyond **28 days** including weekends, bank holidays and holidays, for example hospitalisation, ongoing confirmation from a doctor or other qualified professional will be required

Returning to Jane Austen following an extended absence

When a student has been absent from school for a period greater than **28 days**, including weekends, bank holidays and holidays, the following procedures will be put in place:

- the Heads of Sixth Form will request evidence of fitness from a doctor or other qualified professional
- depending upon the cause of the absence, a phased return may be instigated to allow the student to:
 - build up the number of hours and days slowly over a period of weeks under the support of school staff and external care providers/ medical teams/ other professionals
 - regain confidence
 - regain stamina
 - reduce the likelihood of a recurrence of the emotional, mental and physical ill health
- if students have missed a significant portion of an academic year it may be in their best interests to repeat the year.

Requests for student leave of absence during term-time

The Education Act (1996) requires parents/ carers to ensure every student attends school regularly. There is however a discretionary power to allow leave of absence in **exceptional circumstances** during term time. This is **not an entitlement** and is purely at the discretion of the School's Principal.

From 1st September 2013 changes in the Education Regulations 2006 Section 7 states that the Principal may no longer grant any leave of absence during term time unless there are exceptional circumstances. All leave of absence due to exceptional circumstances must be applied for via the school application form and at least three weeks in advance.

Family holidays do not come under exceptional circumstances and if a leave of absence is not authorised and the time is still taken, the absence will be recorded as unauthorised. Such an absence may lead to steps being taken to improve the student's attendance. Where exceptional circumstances exist, it is possible that a leave of absence may be authorised, however, each case will be carefully considered on an individual basis.

Procedures for persistent absenteeism

Students who are identified as on track to be persistent absentees will enter a contract that will be agreed in liaison with the Heads of Sixth Form and student; parents will be informed of this contract and invited to discuss its contents and terms. This is seen as a supportive measure to enable all students to attend School; it is not intended to be punitive. *See Appendix A for descriptors.*

As a general guide, the following procedures may take place where a student's attendance is causing a concern:

1. **Telephone call or email to parents/ carers** expressing concern and requesting reason for absence
2. **Student and parent discussion with Tutor, or Heads of Sixth Form** to discuss strategies to support full attendance.
3. **Referral to Heads of Sixth Form** for discussion of further actions required, this may include an attendance contract. *See Appendix D.*

In the case of truancy

All students are expected to attend every timetable lesson including subject lessons, form time, assemblies, catch-up, and subject-specific study support. Failure to attend these without a valid reason will be viewed as truancy. If a student misses any lesson or support session an email will be sent via the Admin Assistant. Students are expected to approach staff to ensure that all missed work is caught up. If this does not occur, students may be entered into catch-up. Parents and carers of students who are found to be regularly truanting will be invited to discuss concerns with the Heads of Sixth Form; failure to improve may result in the student being placed on a behaviour contract.

Attendance and Year 12 transition to Year 13

Jane Austen College encourages full attendance. Students are expected to maintain attendance above **97%**. Appropriate measures will be put in place to support students with falling attendance, *see Appendix A*. If a student in Year 12 has attendance that is consistently below **90%** it may not be in their best interests to transition from Year 12 into Y13.

Attendance and Year 13

If a student in Year 13 has attendance persistently below 90% and has been resistant to all supportive measures from the school, including escalation through behaviour contracts, they may be asked to leave and be withdrawn from the school roll.

Anti bullying

Staff must be mindful at all times of lateness and/ or truancy related to bullying. Incidents must be reported on Student Profiles.

Behaviour

Jane Austen has an ethos of respect for all. Staff and students are expected to be courteous at all times and to provide an environment that supports the academic, social and moral development of every individual.

Poor behaviour constitutes, but is not limited to:

- distraction of others and disruption of learning
- disruptive, aggressive or violent language or behaviour
- bullying, including through inappropriate use of social media
- vandalism or damage to school property
- smoking or consuming drugs/or alcohol on or in sight of school premises (see the [JAC Smoking, Drugs and Alcohol policy](#))
- persistent/ frequent failure to complete classwork, homework or other academic tasks
- persistent littering

Parents and carers of students who are found to be behaving below the standard expected at Jane Austen will be invited to discuss concerns with the Heads of Sixth Form and will enter the first tier of a behaviour contract. Failure to improve during this contract, will result in escalation to tier 2. Failure to adhere to the behaviour policy when on this contract will result in escalation to tier 3. Persistent refusal to adhere to the behaviour policy at this point will be grounds for dismissal. See *Appendix D*.

Behaviour for learning

Jane Austen teachers have high expectations of students' behaviour and attitude to learning both within lessons and when conducting work outside of lessons. Students are expected to complete all work set by the teachers and to act accordingly in lessons.

Poor behaviour for learning constitutes:

- Being disengaged and having to be reminded to remain on-task
- Not making notes and completing tasks in lessons
- Using a phone without permission from the teacher
- Arriving to lessons unprepared e.g. without equipment or homework
- Failing to complete homework tasks by the deadline
- Lack of evidence of independent study (students are expected to conduct 12-15 hours of independent study per week).

Students who are found to be behaving below the standard of behaviour expected at Jane Austen will enter a study contract with personalised targets to support them to improve. Failure to adhere to the study contract and show a significant improvement will lead to an escalation to a tier 2 behaviour contract. See *Appendix D*.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

Appendix A

Absence Descriptors

All students are expected to attain attendance of 100%. Should attendance drop below 100% the following steps will apply

- Below 95% - discussion with form tutor and steps taken to catch up missed work
- Below 90% - meeting with Heads of Sixth Form; attendance contract and appropriate support put in place; parents informed via email and sent a copy of the contract.
- Attendance contracts will be reviewed every two weeks. If a student has had 90-95% attendance throughout the contract, it may be extended for a further four weeks. If a student has failed to improve their attendance above 90% an escalation to a Tier 2 behaviour contract will occur.

Any student who is on roll but not present in the school must be recorded within one of the following categories:

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised Absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised Absence

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers supervised activities undertaken off site but with the approval of the School. Students recorded in this category are deemed to be present for attendance returns purposes. These would include:

- Work experience placements
- Field Trips and Educational Visits
- Sporting activities
- Link Courses or approved education off site
- Most types of dual registration

Sixth form attendance intervention

All intervention instructions will come from KPR. JHY will send a weekly email to tutors and Heads of Sixth Form containing information for intervention, as outlined below.

Staff	Information to be sent	Criteria for Intervention	Action to be taken	Who should take the action	Where should the action be recorded	Who checks this has been done?
Tutor	Weekly attendance report	Below 95% attendance year-to-date	If a student's attendance YTD drops below 95% the tutor must have a conversation regarding absence. Log conversation on student profile. Warn the student that an attendance contract will be entered if it drops below 90%. The tutor should continue to have these conversations weekly if no improvement in attendance is shown. Raise concerns with KPR if you believe there is a barrier to attendance.	Tutor	Student profile - record conversation and overall attendance YTD.	AJL
Administrator	SIMs attendance review	Three days or more absence	Email conversation regarding absence. AJL will remind students that they must complete a <i>Student self-certification of absence form</i> to explain the reasons for their absence and hand in to the sixth form office.	AJL	Update student profile	KPR
Heads of Sixth Form	Attendance contract (4 weeks)	Year to date attendance 90% or below	Start an attendance contract with the student. This outlines overall attendance and provides a breakdown for each subject. This will be monitored and reviewed every two weeks. Attendance must be 95% or above for four week period. If between 90-95% attendance, can be extended for four weeks. Parents emailed a copy of the extended contract.	KPR	Student profile and recorded in attendance folder in Sixth Form Office	RBR
Heads of Sixth Form	Tier 2 Behaviour contract	Failure to improve attendance following attendance contract	If students have attendance below 90% during their attendance contract and absence was not authorised they will enter a Tier 2 behaviour contract. KPR will meet with parents and students and all three parties sign. Parents emailed a copy of the contract. This will be reviewed every two weeks.	KPR	Student profile and recorded in behaviour folder in Sixth Form Office.	KPR and RBR

.Appendix B

Student Self Certification of Absence

This form should be completed by the student and parent/ carer for absences due to ill health of three to seven days. Once completed please pass to Reception.

Name	Form
Date of absence To	From
Total number of days absent	
Reason for absence- <i>please give clear and detailed information</i>	
Did you see a doctor or other qualified professional?	Yes/ No
Are you continuing to undergo treatment? <i>Please give details</i>	
Are you receiving medication? <i>Please give details</i>	
Student signature	Date
Parent/ carer name	
Parent/ carer signature	Date
<i>For Reception use</i> <i>Profile updated Y/N HoF informed Y/N VP informed Y/N</i>	

Appendix C

Student Request for Absence

For absences of **two days** or less you should complete and submit this form **at least two weeks** prior to the absence. For absences of **three or more days** you should complete and submit this form **at least four weeks** prior to the absence.

Please note that if you have low attendance and/or you are behind in the completion of tasks or considered to be underperforming in assessments, your request for absence may be declined.

All forms need to be signed by parents **before** being returned to reception for processing. Forms without this cannot be authorised. Non-urgent appointments ie. driving lessons, routine medical and dental appointments and eye tests should not be made during the school hours of 9.00 to 15.30. Any emergency medical appointments need to be evidenced by a confirmation letter/email/text sent to reception.

Any unauthorised absence will count against your attendance and may have an impact on your attainment and progress.

Name				Form	
First day of absence		Last day of absence		Total days absence	
Reason for absence- <i>please explain how you will benefit from this experience. Evidence of appointments is required</i>					
	Careers related?				Y/N
Parent/carer signature:				Date	

Office use only:

Tutor signature:		Date:	
Attendance this term:	%	Attendance to date:	%
Authorised:	Y/N	Date entered on SIMS & Office signature	
SIMS code:			

Appendix D

Sixth form attendance and behaviour contracts

Tier 3 Behaviour Contract (4 weeks)

RBR to meet with parents and students to discuss details of the contract and all parties sign.

Reviewed every two weeks.

Failing a Tier 3 Behaviour Contract is grounds for permanent exclusion.

Tier 2 Behaviour Contract (4 weeks)

KPR/RBR to meet with parents and students to discuss details of the contract and all parties sign.

Reviewed every two weeks.

Study contract (4 weeks)

KPR and student to meet and sign. Parents to be contacted and emailed a copy of the contract
Reviewed every two weeks

Behaviour contract (4 weeks)

KPR and student to meet and sign. Parents to be contacted and emailed a copy of the contract. Reviewed every two weeks.

Attendance contract (4 weeks)

KPR and student to meet and sign. Parents to be contacted and emailed a copy of the contract.
Reviewed every two weeks