

Shelley College Sixth Form Attendance Policy (16 to 19)

This document is to be used in conjunction with the Share MAT attendance policy for Secondary Schools. It builds on this taking into account the additional information provided in 'Funding Regulations for Post 16 Provision 2024 - 2025'

Policy Statement

Regular attendance at sixth form provides crucial foundations for both academic success and personal development. From a mental wellbeing perspective, consistent attendance creates structure and routine that helps students manage stress and anxiety while building confidence through regular achievement and progress. The extended learning time that comes with full attendance allows students to absorb complex concepts more thoroughly, engage in meaningful discussions, and develop critical thinking skills that are essential for A-levels and beyond. Being present consistently enables students to build stronger relationships with peers and teachers, develop the interpersonal skills that are vital for university and career success. Perhaps most importantly, regular attendance mirrors the expectations of the modern workplace, teaching students about reliability, commitment, and professional standards while helping them develop the self-discipline and time management skills that employers value.

For these reasons our Sixth Form expects all students to maintain an excellent attendance record, aiming for 100%. Attendance below 96% is a concern and will be addressed promptly to ensure the best outcomes for each student.

The Sixth Form will help support parents, and some of the ways we can do this are provided below in this document.

Attendance Monitoring

Attendance is monitored on a daily and cumulative basis. Tutors and the Sixth Form team review attendance weekly, and intervention steps are triggered when certain thresholds are met. In the morning the sixth form team will text home for those students that are absent without prior approval or we have not been notified of the absence.

Attendance Expectations

All Sixth Form students are expected to maintain excellent attendance to maximise their educational opportunities and prepare for future academic or career commitments. Students are required to attend all timetabled lessons, tutorials, enrichment and mandatory activities unless there are exceptional circumstances.

Note that the College reserves the right to withdraw any student from a course or exam entry¹, if unexplained absence are over 10 consecutive term time days or overall attendance falls below 80%. This is 10% below the point at which the DfE judge persistent absence². During this time the College will endeavour to contact the student and parents / carers in order to establish the

¹ <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision/advice-funding-regulations-for-post-16-provision-2024-to-2025>

² [Pupil attendance in schools, Week 20 2025 - Explore education statistics - GOV.UK](#)

³ Stage 4 will be reviewed on a case-by-case basis in the first half term due to the large impact of a few sessions absent.

⁴ [Summary of responsibilities where a mental health issue is affecting attendance](#)

student's wellbeing and the circumstances causing the unexplained absence. Extenuating circumstances will always be worked through supporting both the student and their family.

A student will be removed automatically from roll for absences of 20 consecutive term time days in line with the ESFA 4-week rule¹. Exceptions apply for significant medical situations, and bereavement, upon which support will be provided to the pupil.

Where a pupil does not attend school for 5 consecutive days excluding a school holiday a welfare visit will be conducted.

Expectations of Parents/Guardians

Communication and Monitoring

Parents/Carer should maintain regular contact with the college regarding their child's attendance and promptly report any planned absences, with on the day absences being reported to the Sixth Form Administrator and Student Manager before 0800. Students are unable to self-certify an illness via email. This notification must come from a parent/carer. Where an attendance needs to be booked in advance for things such as a medical appointment or driving test a 'blue form' should be filled in by the student and handed to the Sixth Form Administrator along with proof of the appointment. Holiday requests should be filled in via the whole school pupil absence form, following the guidelines on that webpage. Parents and Carers should monitor their child's attendance record through the college's online portal and respond quickly to any attendance concerns raised by staff. This can be done via the Abor app. Parents/Carers will receive a phone call at the end of the school day should a pupil have not attended lessons. Where a pupil misses a form time, phone calls home will be made at 0900 to notify of the absence.

Medical Appointments and Illness

Parents/Carers should schedule routine medical appointments outside of college hours whenever possible and provide appropriate medical evidence for extended absences. When their child is genuinely ill, parents should contact the college on the first day of the illness before 0800. The college will work to support the family and student with adaptations to college days should they be needed.

Supporting Punctuality

Parents/Carers are expected to ensure their child has reliable transport arrangements and contingency plans for delays. This includes helping establish good morning routines and ensuring their child leaves home with adequate time to arrive punctually.

Reinforcing College Values

Parents/Carers should emphasise the importance of education and regular attendance in conversations at home, supporting the college's attendance policies. The college staff are always willing to help parents at any time speaking with pupils. Parent and Carers should avoid arranging family holidays or non-essential activities during term time.

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Addressing Underlying Issues

The college staff will work collaboratively with parents/guardians and students to identify and address any barriers to attendance, whether academic, social, or personal. This will normally take place at college at times to support these at home.

Encouraging Independence

While providing support, parents/guardians should help their child develop personal responsibility for attendance and punctuality, preparing them for the increased independence expected in higher education or employment.

Role of the Sixth Form

Form Tutors will:

- Inform the students manager of patterns of attendance, and possible influences
- Provide the first stage of liaison with parents/carers over attendance and punctuality by phone or text
- Provide pastoral support to students who are struggling with their attendance, helping provide a range of strategies to help keep students in college.

Student Managers will:

- Regularly and frequently monitor students whose attendance is less than 95%
- Follow up incidents of truancy. Informing the DSL, and form tutor as necessary
- Address poor academy attendance by using a range of attendance support strategies, adapted and suited for each student in discussion with parents.
- Produce data to be displayed in academy, e.g. parents' evenings, form rooms, student social areas, etc
- Help and support parents with getting their child into college.

Senior Leaders will:

- Analyse sixth form attendance
- Monitor implementation of attendance procedures within each year group
- Report to governors and directors
- Help and support parents with getting their child into college.

Attendance Monitoring and Intervention Framework

Stage 1: Attendance Meeting (95% Attendance)

When a student's attendance falls to 95%:

- Student will be invited to an attendance meeting with their Tutor

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- Discussion of attendance patterns and identification of any barriers to attendance
- Agreement of strategies to improve attendance
- Clear communication of expectations and consequences of continued absence
- Follow-up monitoring for a period of 4 weeks

Stage 2: Parental Meeting (90% Attendance)

When a student's attendance falls to 90%:

- Parents/carers will be contacted and invited to attend a telephone meeting
- Meeting to include student, parents/carers and Student Manager
- Review of attendance record and impact on academic progress
- Exploration of underlying issues and development of support strategies
- Written record of meeting and agreed actions
- Fortnightly monitoring and review

Stage 3: Attendance Contract (85% Attendance)

When a student's attendance falls to 85%:

- Student will be placed on a formal Attendance Contract
- Contract meeting with student, parents/carers, member of the Sixth Form pastoral team and appropriate support staff
- Clear targets and timescales for improvement (typically 2 weeks)
- Daily monitoring and weekly review meetings
- Access to additional support services as appropriate
- Clear warning that failure to improve may result in removal from roll

Stage 4: Removal from Roll (80% Attendance)

When a student's attendance falls to 80%³:

- Final review meeting with all parties
- If no significant improvement occurs over the 10 college days after the meeting or valid reasons for absence, student may be removed from the Sixth Form roll
- Decision made by Head of Sixth Form in consultation with Senior Leadership Team
- Right of appeal process explained
- Support provided for alternative educational pathways where appropriate

Reasonable adjustments will always be considered when looking at this very sensitive step, and the Sixth Form urges all parents/carers to contact the college sooner rather than later.

Authorised Absences

The following absences will be considered authorised:

- Illness (with appropriate medical evidence if requested)

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- Medical/dental appointments (with evidence and where unavoidable during school hours)
- Religious observance
- Family bereavement
- Court appearances
- Exceptional family circumstances (pre-approved by Head of Sixth Form)
- University interviews and assessment days (with prior approval)
- Work experience placements (as part of study programme)

Unauthorised Absences

Unauthorised absences include:

- Unexplained absence
- Family holidays during term time
- Shopping trips
- Looking after siblings
- Employment during school hours (except approved work experience)
- Oversleeping or transport difficulties that could be avoided
- Punctuality

Students are expected to arrive punctually to all lessons. Persistent lateness will be addressed through the same staged intervention process.

Medical Evidence⁴

Medical evidence may be requested for:

- Long term absence (absence over 10 consecutive days)
- Frequent short-term absences
- Where attendance has fallen below 85%

Support and Intervention

The school will provide appropriate support including but not limited to:

- Opportunities for extra experiences
- Opportunities for school leadership
- Additional extra curricula opportunities
- Work experience
- Mentoring and guidance
- Referral to school counselling services
- Liaison with external agencies
- Flexible learning arrangements where appropriate
- Career guidance and alternative pathway discussions

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- Appeals Process

Students and parents have the right to appeal any decision made under this policy. Appeals should be submitted in writing to the Headteacher within 5 school days of the decision.

Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with current legislation and best practice guidance.

This policy should be read in conjunction with the school's General Attendance Policy, Safeguarding Policy, and Student Code of Conduct.

Policy Effective Date: September 2025

Review Date: September 2026

Approved by:

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