



The
Appleton
School

Attendance Policy

Sixth Form Students Only



Clittle

June 2025

The Appleton School Sixth Form Attendance Policy

1. Student Absence and 'Absent Request'

- 1.1 Students are required to alert the Sixth Form of any unexpected absence either through emailing sixthform@theappletonschool.org or calling 01268 794215 ext. 602. Reasons should be outlined in the email.
- 1.2 Where possible/appropriate a courtesy email to your subject staff/lessons should be sent.
- 1.3 Absences known in advance are to be requested through a blue 'Leave Request Form' along with any supporting documentation and signed by the Head of Sixth Form so that the Sixth Form can file for evidence and authorise if necessary.
- 1.4 Leave Requests can be made for a number of genuine reasons, including University trips and visits, interviews, medical appointments etc. ALL LEAVE REQUESTS MUST BE MADE AT LEAST 1 DAY IN ADVANCE.
- 1.5 When a student is absent, if deemed appropriate, they will be issued with a green attendance catch up sheet where they will have to see their teachers to obtain the missed work and once completed get this signed.
- 1.6 Absence due to illness will need to be communicated each day. The Sixth Form is committed to supporting students who are absent for long periods of time due to illness and will work with parents/carers/students on the best possible outcome.
- 1.7 During the first six weeks of the students programme of study, students must satisfy the Sixth Form requirements with regards to their learning, attendance, punctuality and behaviour. If during this period students do not meet the requirements of the Sixth Form and the Student Code of Conduct they may be excluded from the Sixth Form, in which case they will have the right of appeal to the headteacher.

2. Attendance Procedure

- 2.1 **Initial Process:** If the student is absent and has not signed in, an initial text message is sent home to parents. If a parent/student has made contact the reason will be put onto Arbor so teachers are aware.
- 2.2 **Attendance Process:** See Appendix v
- 2.3 **Rewards:** Students that are on or above the sixth form target for attendance will be issued with 10 achievement points. When students get to 30 achievement points that are issued with a 'reward email' where they are they able to get a free snack from the canteen (up to the value of 80p). Students will also get a recognition letter sent home at the end of each half term.

3. Signing in and Out/ ID cards

- 3.1 Students are expected to have their ID cards on their person when inside the building and when moving around the site.
- 3.2 ID cards should be reported and replaced if lost/stolen/defaced.
- 3.3 ID cards should be visible on students at all times.
- 3.4 **Students should sign in on the inventory system as they arrive on site and as they leave the building.**
- 3.5 Students are ONLY allowed to sign in at break time if they do not have a lesson period 1 AND 2, this has to be agreed in advance with the Head of Sixth Form. At all other times they should be present for registration at 8:30 in the morning.
- 3.6 Students are prohibited from signing out before brektime unless they have permission from the Head of Sixth Form.

4. Attendance to lessons

- 4.1 All courses that students are enrolled onto, are given a timetable of up to 9 hours per fortnight.
- 4.2 All students are registered at the start of each timetabled lesson/session and this subject attendance figure is then reported home on student reports.
- 4.3 Lesson attendance is monitored by the class teacher and any concerns to their lessons are flagged by the teacher and a phone call home is made as a first instance.
- 4.4 If students are absent from a lesson it is their responsibility to catch up. They will be provided with a catch-up sheet and will be expected to obtain missed work. Once this work has been completed the subject teacher will sign the catch-up sheet to evidence completion.

The Appleton School Sixth Form Attendance Policy

4.5 If staff are absent, the teacher is expected to set work for students to complete. Students should register with the sixth form administrator for this lesson and complete the work in one of the Sixth Form Study rooms.

5. Directed Study

5.1 Students must use their directed study time as they would a timetabled lesson. They are not to book driving lessons etc. in this allocated time.

5.2 Students should use the Sixth Form study rooms to complete their directed study.

5.3 Students should ensure they have all materials, resources and equipment they need to study effectively and efficiently during Directed Study.

5.4 If attendance becomes a concern directed study will be monitored and the student will have to register with their form tutor or other appropriate teacher for these sessions.

6. Tutor Period, CAPE & Enrichment

6.1 All students are allocated a Personal Tutor and are expected to attend each morning. Tutor period is from 8:30-8:45 each morning. There is a pastoral programme that aims to enrich, cover post 18 destinations and provide time for academic reviews.

6.2 Assemblies are held on a Wednesday morning for Year 12 and a Thursday morning for Year 13.

6.3 All students are expected to attend form and assemblies unless they have period 1 AND 2 free and as a result can sign in at break. The form tutor must be made aware of this arrangement and if attendance becomes an issue this incentive will be removed.

6.4 CAPE, Tutor period and Enrichment must be treated as a normal timetabled lesson. All are compulsory to attend. Students should seek guidance from their form tutor if a session is missed.

6.5 Regular absences will be flagged as a concern by the form tutor and a phone call home will be made.

7. Punctuality

7.1 Lateness to all contact time (Lessons/Directed Study/Tutor Period/Enrichment) is not acceptable and will be recorded at the discretion of the member of staff taking the register.

7.2 Students are expected to arrive by 08:30 for morning registration on any day they have a timetabled lesson/session.

7.3 Poor punctuality will be followed up by the Tutor and Head of Sixth Form. If punctuality is a concern, signing in and out rights will be removed, students will have to register with their form tutor for directed study and this will have to be discussed with parents.

8. Other Related Policies

This policy should be read in conjunction with our other Sixth Form policies, in particular (this is not an exhaustive list):

- Student Code of Conduct
- Learning and Behaviour Policy
- Fitness to Study Policy

**The Appleton School Sixth Form
Attendance Policy**

Appendix I – Student Absent Request Form (blue form)



Sixth Form Absence Request Form

Student Name: _____

Form: _____

Date of Absence: _____

Type of Absence:

- Medical
 Post 18 Interview
 Driving Test (inc. theory)
 School Activity
 Bereavement
 Other (detail below)
 Confidential (please see Head of VI Form)

Reason _____

Period	Subject	Teacher

Student Signature: _____ Date: _____

- Authorised
 Not Authorised

Head of Sixth Form Signature: _____

Comments _____

**The Appleton School Sixth Form
Attendance Policy**

Appendix II – Student Catch Up Sheet (green form)



Absence Catch Up Sheet

Student Name:

Form:

Date of Absence:

No. of Days Absent:

We are keen to promote resilience and independence. We know that time spent with high quality, specialist staff in lessons is invaluable. When a student is absent, they will have 7 days to speak to peers/staff and complete tasks that will fill in any gaps in their learning. Teachers will then sign off the work to evidence completion. The students will then submit the completed catch up sheet to the Sixth Form Administrator. Any student concerns can be made to the Head of Sixth Form.

Subject	Work to be Completed	Teachers Signature to evidence completed work

Date to be completed:

Head of Sixth Form Signature:

The Appleton School Sixth Form Attendance Policy

Appendix III – Template Parental Letter



[Date]

[Parents Address]



Dear [Parents name],

Unfortunately, I find myself writing to you due to our concerns with your child's overall attendance and punctuality to Sixth Form as a whole.

[Student Name] attendance is at [??], with late marks at [??]. This is significantly below the school's target of 96%. We have spoken to your child as a first point of call but since this there has been no improvement. **Please see the attached overleaf which provides a breakdown of attendance to each subject also.**

As a member of our Sixth Form, your child is expected to attend all lessons, complete all assignments and assessments and fulfil this in a punctual manner. Attendance is a basic requirement of being a Sixth Former at Appleton and is key to their ultimate success. This includes form time. There is a very strong correlation between lesson attendance and a student's final grade.

We appreciate your support in this matter and should you have any questions then please do not hesitate to ask.

Kind regards

Miss K. Sweeney
Head of Sixth Form



Attendance matters!

Sixth form students with high attendance do better in their A Level exams and BTEC courses.

The government benchmark for acceptable attendance is 97% and above. Anything below 90% is classified as persistent absence.

The chart below shows the hours of learning lost in relation to attendance in school.

Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
100%	190 days	0	0
99%	188 days	2	10
98%	186 days	4	20
97%	184 days	6	30
96%	182.5 days	7.5	37.5
95%	180.5 days	9.5	47.5
94%	179 days	11	55
93%	177 days	13	65
92%	175 days	15	75
91%	173 days	17	85
90%	171 days	19	95
89%	169 days	21	105
88%	167 days	23	115
87%	165 days	25	125
86%	163 days	27	135
85%	161.5 days	28.5	142.5
84%	159.5 days	30.5	152.5
83%	158 days	32	160
82%	156 days	34	170
81%	154 days	36	180
80%	152 days	38	190

- Each day of school absence means missing a minimum of 5 hours of learning, including crucial content for exams and coursework.
- There are only 360 hours of guided learning for each A Level/BTEC so missing the odd day really adds up!
- Sixth form students are expected to attend school every day.

If you are absent please contact Miss Brice and let her know the reason. Please also contact your other teachers to collect work.

If you have a known absence e.g. medical appointment please complete a blue absent request form and collect work beforehand.

Appendix V – Attendance Process

<p>Level 1 - 96% or</p>	<p>Falls below the school target of 96%. Form tutor to hold supportive conversation with the student, and call home to parents and carers where directed. This will be recorded on the attendance monitoring log. Work alongside the student to improve their</p>	<p>Form Tutor</p>
<p>Level 2 - 90% or</p>	<p>Falls to 90% attendance or below Sixth Form letter of expectation is sent home. Letter is recorded on SIMS. Student discussion held and verbal warning given by Head of Sixth Form</p>	<p>Attendance Lead & Head of Sixth Form</p>
<p>Level 3 - 80% or</p>	<p>At 80% or below a parental meeting held with the Head of Sixth Form and/or attendance lead. Support plan put in place to support these students. Stage 3 Attendance contract issued which include the student paying</p>	<p>Head of Sixth Form & Attendance Lead</p>
<p>Level 4 - 70% or</p>	<p>If this falls to 70% or below A further parental meeting held with the Head of Sixth Form and Deputy Headteacher. Stage 4 Attendance contract issued with a 2-week period to demonstrate</p>	<p>Head of Sixth Form & Deputy Headteacher</p>
<p>Level 5 - below 60%</p>	<p>If the student reaches attendance of 60% or below and no medical evidence has been supplied the student will be asked to leave the Sixth Form. Support will be provided by the schools <i>Careers and Employability</i></p>	<p>Head of Sixth Form & Deputy Headteacher</p>
<p>Absence of 21 days without</p>	<p>Evidence of absence calls and correspondence letters sent home. Home visit arranged to check on student wellbeing. If unsuccessful and still no communication from student or parents/carers after 21 days then the student is removed from roll, in line with National</p>	<p>Head of Sixth Form & Deputy Headteacher</p>