



THE FULHAM BOYS SCHOOL

Policy Title	Sixth Form Attendance policy
Policy Author	Emily Fryer & Morgan Browne
Reviewed By	SLT
Approved By Education Committee	Spring 2020
Date of Approval by Governing Body	Spring 2020
Date of Next Review	Summer 2021

Revisions Table

Version	Date	Description of Change
Summer 2020	Spring 2020	4.3.2 amended 6.1.1 amended



Sixth Form Punctuality and Attendance Policy

CONTENTS:

1. INTRODUCTION	P2
2. AUTHORISED AND UNAUTHORISED ATTENDANCE	P2
3. IMPORTANCE OF REGULAR ATTENDANCE	P3
4. PROMOTING REGULAR ATTENDANCE AND INTERVENTIONS	P3
5. PARENTAL SUPPORT	P3
6. ABSENCE PROCEDURES	P4
7. EARLY HELP SERVICE	P5
8. PUNCTUALITY	P5
9. EXCEPTIONAL LEAVE	P6
10. TRUANCY	P6

1. INTRODUCTION

This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).

- 1.1. The aim of this policy is:
 - 1.1.1. To aim towards our aspirational attendance target of 97%.
 - 1.1.2. Maintain a high percentage of student attendance and punctuality at The Fulham Boys School.
 - 1.1.3. Provide support, advice and guidance to parents and boys.
 - 1.1.4. Provide a systematic approach to gathering and analysing attendance-related data to promote timely and effective intervention at all levels within the School.
 - 1.1.5. Maintain positive and consistent communication between home and the School.
 - 1.1.6. Maintain effective partnerships with the Education Welfare Service and other appropriate support services and agencies. This will include regular meetings between appropriate student support staff and Local Authority representatives (where required).
 - 1.1.7. Recognise and take into account the needs of individual boys when planning reintegration following significant periods of absence.
 - 1.1.8. To equip all boys with the necessary enterprise skills of resilience and have a go attitude to prepare them for the next phase in their lives whether that be further education or the world of work.
 - 1.1.9. The person responsible for Sixth Form Attendance matters at FBS is Head of 6th Form overseen by SLT in charge of Attendance.

2. AUTHORISED AND UNAUTHORISED ABSENCE

- 2.1. Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required; preferably in writing.
- 2.2. Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments (which unavoidably fall in school time), emergencies or other unavoidable causes and exceptional circumstances that have been agreed, in advance, by the Headmaster. Family holidays will rarely be authorised even if a boy's attendance exceeds 97%. Where the parents have given a reason without a doctor's note these will be marked as explained but not authorised.
- 2.3. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the school using sanctions and. This includes:

- 2.3.1. Parents/carers keeping boys off school unnecessarily.
- 2.3.2. Truancy before or during the school day.
- 2.3.3. Absences which have never been properly explained.
- 2.3.4. Boys who arrive at school too late to be registered as present for the session in question.
- 2.3.5. Shopping, looking after other children or birthdays.
- 2.3.6. Day trips and holidays (exceptional leave) in term time which have not been agreed with the School.
- 2.3.7. Excessive illness without medical evidence.
- 2.3.8. Boys acting as carers.

3. THE IMPORTANCE OF REGULAR ATTENDANCE

- 3.1. Any absence affects the pattern of a boy's education and regular absence will seriously affect his learning.
- 3.2. Any boy's absence disrupts teaching routines so may affect the learning of others in the same class.
- 3.3. The School has a legal duty to publish its absence figures and its Attendance Policy to parents/carers and to promote attendance. School attendance data must be available to the Local Authority and the Department for Children Schools and Families (DCSF).

PROCEDURE

4. PROMOTING REGULAR ATTENDANCE AND INTERVENTIONS

- 4.1. Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, boys and all members of FBS staff.
- 4.2. To help us all focus on this we will:
 - 4.2.1. Register boys' attendance at every lesson.
 - 4.2.2. Report to parents/carers on how their son is performing at the School, what their attendance and punctuality rate is and how this relates to their attainment once per term.
 - 4.2.3. Reward outstanding or significantly improving attendance.
 - 4.2.4. Display information around the school underlining the importance of attendance.
 - 4.2.5. Analyse attendance data daily, weekly, half termly and termly.
 - 4.2.6. Make attendance a feature of House Assemblies once every half term.
 - 4.2.7. Celebrate attendance in the Whole School celebration assembly once per term.
- 4.3. We will adopt the following principles in the Sixth Form:
 - 4.3.1. Boys with 97%+ attendance to have letters of commendation sent home every term.

- 4.3.2. If a boy's attendance falls below 91% a meeting will be arranged with their form tutor and the boys given three weeks to improve and be put on attendance report. A letter will also be sent home.
- 4.3.3. If the attendance does not improve a meeting with the Head of 6th Form will be arranged and the student will go on report to them and new targets will be set.
- 4.3.4. If the attendance still does not improve a meeting with the Deputy Head in charge of Attendance will be arranged where they will consider the student's future at the sixth form. The school may consider making a referral to Family Support who have a responsibility to prevent NEET and offer wider support to families or young people. The parents of these boys must attend a meeting at school with the Deputy Head. The pupil's position in the school will be discussed.

5. PARENTAL SUPPORT

- 5.1. Whilst any boy may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved between the School, the parents/carers and the boy. If a boy is reluctant to attend, it is never appropriate to cover up their absence or to give in to pressure to excuse him attending. This gives the impression that attendance does not matter and usually exacerbates the situation.
- 5.2. Parents/carers can support their son by:
 - 5.2.1. Ensuring regular and early bedtimes.
 - 5.2.2. Supporting boys in completing their 'own work' learning.
 - 5.2.3. Having uniform and equipment prepared the night before.
 - 5.2.4. Providing a healthy breakfast.
 - 5.2.5. Reporting any academic or social concerns promptly.
 - 5.2.6. Retaining open and honest communication with the school.
 - 5.2.7. Being positive about school (even if their own experience was less than positive).
- 5.3. When a boy's attendance has dropped below 85% parents are invited to attend a meeting with the Deputy Head where the pupil's position in the school will be discussed.

6. ABSENCE PROCEDURES

- 6.1. If a boy is absent, parents/carers must:
 - 6.1.1. Contact the School before 8am on each day of absence stating clearly their son's name and reason for absence. 'Unwell' will not be accepted as an adequate reason.
 - 6.1.2. For long term/persistent absences, the school will require a note or email (including GP or hospital notes) explaining the absence.
- 6.2. If a boy is absent, School staff will:

- 6.2.1. Send an SMS to parents/carers on the first day of absence if we have not heard from them so that they know that their son has not arrived at the School.
 - 6.2.2. The Fulham Boys School operates an automated SMS to notify parents of absence to contribute to promoting the safeguarding of children.
 - 6.2.3. Invite parents/carers to a meeting to discuss the situation with the relevant member(s) of staff if the situation persists.
 - 6.2.4. If attendance is persistently below 85% the school may consider making a referral to Family Support who have a responsibility to prevent NEET and offer wider support to families or young people.
- 6.3. It is essential that the School has up-to-date telephone numbers, postal addresses and email addresses for parents/carers, in order to ensure that contact can be made without delay whenever necessary. It is the responsibility of parents/carers to ensure that any changes are notified to the School.

7. EARLY HELP SERVICES

- 7.1. Parents are expected to contact the School at an early stage and to work with staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the School may refer the student to the Education Welfare Services from the relevant Local Authority.
- 7.2. Alternatively, parents or boys may wish to contact their Local Authority Early Help Service themselves to ask for help or information. They are independent of the School and will give impartial advice. Their contact details can be obtained from the Local Authority's website or from the School office.

8. PUNCTUALITY

- 8.1. Poor punctuality is not acceptable. If a boy misses the start of the day he can miss work and important information. Late arriving boys also disrupt lessons. Ongoing poor punctuality can encourage absenteeism.
- 8.2. The formal School day starts at 8.30am and we expect students to have arrived in good time for an 8.30am start; boys should arrive by 8.25am. The school gates open at 8am and all boys are expected to be ready to be registered by their Form Tutor by 8.30am.
- 8.3. All Sixth Form pupils are required to attend registration on time at 8.30am and at 1.30pm.
- 8.4. Any Sixth Form pupil arriving late to school in the morning will be seen by the school's Attendance Officer and will be marked as late.
- 8.5. Fortnightly analysis of punctuality will be undertaken by the Attendance Officer and the Senior Leadership Team.
- 8.6. At 9.00am morning registration will be closed. In accordance with Regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean that they have an

unauthorised absence. This may mean that parents/carers could face the possibility of a Penalty Notice if the problem persists.

- 8.7. If a boy has a persistent late record, parents/carers will be required to meet with the relevant School staff in an attempt to resolve the problem. However, parents/carers can approach us at any time if they are having problems getting their son to the School on time.
- 8.8. The sanctions for lateness in the Sixth Form are as follows (per Half Term):
 - 8.8.1. If a pupil is late twice, they will be put in Sixth Form detention for 30 minutes.
 - 8.8.2. If a pupil is late 4 times, they will be put in Sixth Form detention for an hour.
 - 8.8.3. If a pupil is late 6 times, they will have a meeting with their Form Tutor where they will either be put on attendance report or given a conduct card.
 - 8.8.4. If a pupil is late 8 times, they will have a meeting with the Deputy Head and their position in The Fulham Boys School Sixth Form will be discussed.
- 8.9. If a student arrives late to a lesson for an acceptable reason then they must see the Attendance Officer to collect a 'Late Slip' before returning to lessons. Acceptable reasons may include meetings, intervention sessions or music lessons for example. In these circumstances the Attendance Officer will amend the school registers to mark them as present.
- 8.10. If punctuality concerns are ongoing and school intervention and working with the family is unsuccessful, the school may consider making a referral to Family Support who have a responsibility to prevent NEET and offer wider support to families or young people.

9. EXCEPTIONAL LEAVE

- 9.1. Taking holidays (exceptional leave) in term time will affect a boy's schooling as much as any other absence and we expect parents/carers to help us by not taking children away during term time.
- 9.2. There is no automatic entitlement in law to time off in school term time to go on holiday (exceptional leave).
- 9.3. The following are worthy of note:
 - 9.3.1. It is widely known that the link between a student's attendance and attainment is irrefutable.
 - 9.3.2. Early poor attendance habits follow through into secondary school and employment.
 - 9.3.3. Graduates earn, on average, twice as much money as people who leave school with no qualifications.
 - 9.3.4. The Fulham Boys School adopts a policy of not authorising Exceptional Leave. Individual cases will be addressed by the Headmaster; parents should write to him directly if they have an exceptional request.

- 9.3.5. Exceptional leave will always be refused when a student's attendance is less than 93%.
- 9.3.6. Exceptional leave will always be refused when the School is aware of any truancy.
- 9.3.7. Exceptional leave will always be refused when requests are regular (annual) or when patterns become identifiable.
- 9.3.8. Reasons for Exceptional Leave will be logged on the boy's record and shared as part of the transfer/transition process.

10. TRUANCY

- 10.1. Truancy from school or individual lessons will be taken very seriously. Parents will be informed of any truancy as soon as possible and appropriate sanctions will be put in place relative to the situation and reasons for the truancy including after school and Saturday detentions.
- 10.2. All truancy will be recorded on the school MIS and actions taken recorded in individual boys files.
- 10.3. Sixth Form pupils may leave the school without the permission of a member of staff only during break and lunch time (as long as they sign out and back in), and if they have no more lessons past 2.30pm. At all other times permission is required for any pupil leaving the school. If a pupil is seen off site during lessons, free or study periods the student will face sanctions in line with our behaviour policy including , but not but limited to, time in PSC, after school detentions and Saturday detentions.
- 10.4. If a teacher is not present, Sixth Form pupils are still required to attend the lesson regardless of it being covered or not and complete all relevant class and ownwork. Failure to do so will result in detention.