



Sixth Form Attendance Policy

2024-2025

Attendance and Punctuality

Sixth Form students are members of Raynes Park High School and, as such, the whole school Attendance Policy applies to students in the Sixth Form. The Sixth Form Attendance Policy is an addendum which aims to provide details of support and interventions specific to Sixth Form students.

Raynes Park Sixth Form maintains the highest expectations for achievement and progress in all areas of school life. There is significant correlation between good attendance and high attainment and we expect students to attend all sessions, however, we do understand that there may be occasions when students cannot attend school.

Students are expected to maintain at least 96% attendance. Should attendance fall below this, Sixth Form pastoral team monitoring and interventions will be initiated. Failure to improve attendance to the expected standard could result in removal of exam entries and jeopardise progression into Year 13.

Attendance Procedures

Signing In and Out

Students are issued with student ID cards and lanyards at the start of the academic year. Students are expected to sign in and out each day by tapping their ID card on the reader located inside the Sixth Form entrance. This is an important aspect of our attendance and safeguarding procedures in the Sixth Form as Year 12 and 13 students are not always in timetabled lessons and may arrive and leave at different times.

Failure to sign in or out will result in a Middle Leader Detention.

Absence

Parents/carers are asked to contact the Sixth Form Absence Line (020 8879 4807) or contact us by email (sixthform@raynespark.merton.sch.uk) by 8.30am on the first day of absence and continue to call or email on each day of absence. Students should return to school as soon as they are well enough or able to return. Should a student's attendance become a cause for concern, we will request a copy of a prescription or a doctor's note in order for the absence to be authorised. Should parents not advise the school of the reasons for their child's absence or fail to respond to a telephone message/email or text asking parents to contact the school, we will automatically code the absence as unauthorised.

If a student is ill during the school day they should report to the Sixth Form Team, where they will be seen by a designated member of staff. A decision will then be taken by the Sixth Form Pastoral Team whether or not to contact parents. A student must not go home without permission.

Authorised Absence

Absences can be authorised by the school. They will be authorised when school has received notification from parents/carers and is satisfied that absence is justified – this might be for reasons such as sickness or medical/dental appointments.

Supervised, approved educational activities that take place outside of school are regarded as authorised absence. Many Sixth Form students are involved in enrichment activities off site on a Wednesday afternoon or train in the morning as part of the Fulham Programme; this will be counted as part of their overall attendance.

The grid below provides further guidance regarding authorised/unauthorised absence. Please note, this is not an exhaustive list and final decisions sit with the Head of Sixth Form or SLT.

Planned Absence

It is essential that parents (or the students themselves) communicate planned absences in advance. This avoids the Sixth Form team following up on absence unnecessarily on the day and we will be able to authorise the absence, if appropriate, in advance. This includes days of religious observance. Whilst these will be authorised, we still need to be informed.

Absence		Authorised?	Additional Information/Supporting Documentation Required
Illness/Medical	Minor ailments (i.e. headache, cold, hay fever, period pain, muscle pain, fatigue or minor injury.) Fatigue, muscle ache or minor injury following training or a match.	No	
	Medical appointments (i.e. hospital, doctor, dental, orthodontist)	Yes	Students will need to provide a letter or appointment card prior to the appointment or on the first day following the appointment. Most medical appointments will be authorised but we would expect these to be arranged outside of school time where possible.
Family Events	Birthdays or similar celebrations	No	
	Family holidays	No	
	Taking care of younger siblings	No	
	Funerals	Yes	Parent/carer to inform HoY in advance of the date of absence.
	Weddings	At the discretion of the Headteacher	Parent/carer to complete a Leave of Absence request and submit to sixthform@raynespark.merton.sch.uk

	Days of religious observance	Yes	Parent/carer to inform HoY in advance of the date of absence.
Driving	Driving Test – Practical (Up to two)	Yes	Students will need to provide the written or email confirmation in advance of the date of absence.
	Driving Test – Theory	No	
	Driving Lessons	No	
University	University Open Days (Up to three)	At the discretion of the Head of Sixth Form	Students will need to provide the written/email confirmation in advance of the date of absence.
	Interviews	Yes	
	Entrance Examinations	Yes	
Extra-Curricular	Work Experience	No	
	Events related to subjects i.e. Big Bang Competition/UCL Statistical Science Challenge/Young Enterprise	At the discretion of the Head of Sixth Form	Students will need to provide the written/email confirmation in advance of the date of absence.
	Examinations	Yes	
	FFC Training/Matches	Yes	

Truancy

Students are expected to maintain at least 96% attendance and to attend all lessons even if they are timetabled as study lessons; there is no home study unless there are special circumstances that have been agreed with students, parents/carers and the Sixth Form team.

Missed lessons or study periods will result in Compulsory Study and students will be expected to make up the time missed at the end of the school day. If persistent, will result in Sixth Form Pastoral Team monitoring and intervention.

Punctuality

Students are expected to arrive by 08:40 each morning and must arrive on time to all lessons. FFC students, arriving to school after training, must arrive on time for Lesson 3.

If a student is late to school, they will attend an after school detention from 3pm to 4pm on the same day. In the event that a student arrives significantly late to school, this will be considered as truancy and students will be expected to make up the time missed at the end of the school day.

When a student arrives significantly late to school (after 10am), this is no longer coded as 'Late' and will impact on the student's overall attendance figure.

If a student arrives late (5 minutes after the lesson has begun) without good reason, the teacher may refuse to admit the student into the lesson and they will be expected to make up the time missed at the end of the school day.

Persistently Late Students

If a student is persistently late to school, a third late will result in a 1.5 hour SLT Detention which will take place on Friday after school (3 – 4.30pm). If, in the rare occurrence, a student is late more than three times in a week, they may face further sanctions such as losing the privilege to be in social areas during break and lunch.

Should punctuality continue to cause concern, the Head of Sixth Form will arrange a meeting with the student and the parent/carer. The meeting will identify any support required and set targets for the student. Punctuality will be monitored for two weeks and, if there is no improvement, a warning letter will be sent. Failure to improve punctuality to the expected standard could result in removal of exam entries and jeopardise progression into Year 13.

Cause for Concern

Students achieve and make expected progress when attendance to school is good, therefore, poor attendance may jeopardise a student's place in the Sixth Form. Concerns will be shared with parents and support/interventions put in place. Failure to improve attendance to the expected standard could result in removal of exam entries and jeopardise progression into Year 13. Poor attendance during the Year 12 probationary period (first four weeks in September) may result in a student's offer being withdrawn.

Should attendance in Year 13 fall below 90%, students will no longer qualify for free examination entry and may be expected to pay the full examination entry fee. Bursary students with an attendance below 92% will no longer qualify for bursary support.



Cause for Concern – Fulham F&E Students

Students who are part of our Fulham Programme should see this as a privilege. As such, we expect Fulham students to meet our high expectations regarding attendance. Should attendance fall below 95%, points will be automatically allocated which could result in a suspension from play. Persistent absentees (below 90% attendance) will no longer be eligible to participate in training or matches.

- Students below 95% attendance will be automatically allocated 1 point per week
- Students below 92% attendance will be automatically allocated 2 points per week
- Students with an attendance below 90% will be suspended from training and matches until attendance improves. Students will be expected to use this time to catch up on work missed due to absence
- Truancy a lesson when in school will result in an automatic suspension from play
- Absence on a match day if not selected to play or absence following a match day, without medical evidence, will result in an automatic suspension from play

Approval and Review

Staff responsible	Mr J Wheel		
School Group Responsible	Senior Leadership Team		
Date approved	January 2024	Review Date	September 2025