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# ATTENDANCE IN SIXTH FORM

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Attendance, absence reporting and punctuality



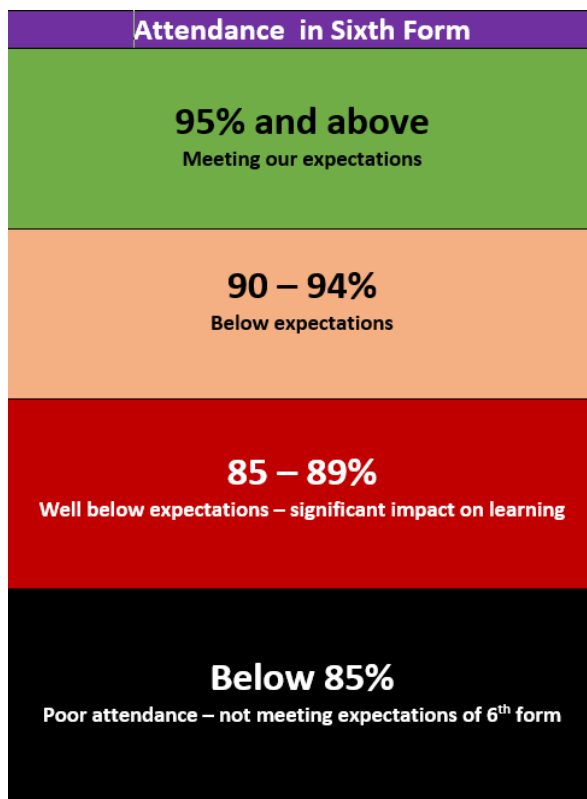
2022 - 2023

KING JAMES'S SIXTH FORM  
[sixthform@king-james.n-yorks.sch.uk](mailto:sixthform@king-james.n-yorks.sch.uk)

# Attendance basics

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- You are required to attend everything on your timetable
- You should be aiming for 100% attendance
- You must communicate with us about any issues affecting your attendance
- In sixth form we report on every single session you should be in, not just on AM/PM registration.
- ALL absences are part of your school record
- You must follow the processes in place to request time off school or report an absence
- You are expected to be punctual to all sessions



You will receive a half termly attendance report via your form tutor.

If your attendance is below 95% you will be expected to discuss this with your form tutor/Learning Manager or Pastoral Officer.

If you fall significantly below our expectations (below 90%) without an adequate explanation, we will arrange a 1 – 1 meeting with you to discuss.

You may be asked to attend a 1 -1 meeting with the Attendance Officer

Unless significant improvements are made quickly, this will be followed up by inviting your parents/carers into school to discuss further.

## Monitoring attendance

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Your attendance is monitored at every session and this data forms part of the reports we produce. If you are missing for a lesson when we know you have arrived in school that day, we follow this up immediately by text or email. We expect you or a parent to respond promptly as this is a safeguarding concern for us.

We send your form tutor a report on your attendance every week. They will speak to you if there is an unauthorised absence. This gives you the chance to get the register corrected if you think a mistake has been made. It is important that registers are as accurate as possible as falling below certain levels triggers actions from your Learning Manager/Pastoral Officer or the Attendance Officer.

Each half term you will be given an individual attendance report. You will be expected to account for any absences. Letters will also be sent home for any students whose attendance has fallen below 90%.

Employers, universities, or apprenticeship providers can request information about your attendance and punctuality in school.

Meetings will be arranged for those causing concern, monitoring will be put in place for some students.



## Punctuality

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- You must be on the school site at 8.40am and in your form room ready to start at 8.45am.
- If you are having problems with transport, we expect you to take steps to resolve these quickly.
- You must speak to us if there are ongoing issues impacting on your punctuality.
- You must be punctual to all your lessons and, if your teacher permits a break during a lesson, you must return to class at the agreed time.
- Lesson times are clearly displayed around sixth form.
- If you arrive late to a lesson, you MUST ensure the teacher has updated the register before you leave.
- If you get to school late but before the end of registration (9.10am), you must go to your form room to get registered.
- If you arrive late in the morning after registration is finished, you MUST sign in electronically in sixth form using your ID card. It is vital that we know what time you have arrived on site. It is good practice to speak to someone in the office to explain the reason you arrived late.
- Our expectation is that you will arrive on site on time and will speak to us if there is a genuine reason you are not able to get to school on time.

## Attendance expectations

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Our expectation is that you will maintain a high level of attendance which is what you have agreed to by signing the Sixth Form agreement.

You must attend everything on your timetable – this includes all lessons, morning registration, assembly, private study and PSHE. You must also attend your School Service activity, any catch-up or revision sessions organised by your teachers and attend any 1-1 meetings arranged by staff.

You must, where possible, book any medical appointments out of lesson time. If your parent/carer books appointments for you, please ensure they have an up-to-date copy of your timetable.

If you have time off we expect that you will proactively contact your teachers and complete your catch-up work asap.

Although we will permit you to have time out of lessons for specific circumstances, **we will not authorise** the following as reasons to be absent from school:

- Routine medical appointments unless there is an explanation of why these cannot be booked in your free time
- Optician appointments
- Driving lessons/ driving theory test
- Looking after a family member unless there are exceptional circumstances
- Attending an interview for a part time job
- Birthdays or other celebrations/social events
- Holiday taken in term time

## Reporting an absence – illness or emergency appointment

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- If you are ill or have an emergency medical appointment, you **MUST** report this by **8.30am** so we can update registers by form time.
- You report via the online absence form available on the [KJS website](#) – click the “Report 6<sup>th</sup> Form Absence” option.
- **Complete your details – but please read the options in SECTION 9 carefully to ensure you chose the correct one.**
- If you report an absence yourself, for safeguarding reasons a confirmation message will be sent home to your parent/carer.
- We need an absence report by 8.30am on EACH DAY you are off.
- The only exception to this daily reporting is if you have a significant, ongoing health condition and your parent/carer is already regularly in touch with the Sixth Form Pastoral Officer.

- When completing the online form you will need to add details of the nature of the illness so that we can monitor patterns and help find solutions to ongoing absences if necessary.
- Please be prepared to be asked to provide more detail if we are not sure what the nature of the illness is. Please ensure your parent/carer is aware of this requirement when reporting an absence.

## Requesting time off in advance for a planned activity

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As you prepare for life after sixth form, we allow you time off school for various activities, but you **MUST request that time off in advance**. We will not retrospectively authorise an absences.

You request time off via the online absence form available on the [KJS website](#) – click the Sixth Form option. **In SECTION 9 of the form select “Future Absence Request”**.

We expect at least five days notice.

Examples of things we will authorise time off for, PROVIDED it has been requested at least five days in advance and, where possible, evidence is provided:

- Medical appointments that you’ve not been able to book out of lesson time – we understand this can be the case for hospital/specialist or consultant appointments, orthodontist, mental health assessments etc.
- University Open day visits /course interviews
- An educational visit approved by school
- Participation in a significant extra curricular activity such as drama, music, sport or volunteering. This will only be authorised only if the activity reflects a significant level of personal achievement.
- To look after a family member if you have caring responsibilities and these have been discussed with school. We would expect time off school in these circumstances to be the exception
- Moving house (1 day)
- Family bereavement
- Wedding of an immediate family member

Please be prepared to have a conversation with us to ensure we are clear about the nature of the request. It is important that you put as much detail on the form as possible.

**Providing evidence:** Where possible, we expect you to upload evidence of the reason you are requesting time out of school - for example, a copy of a hospital letter/appointment card, confirmation email for uni open day. You can either upload these or bring a copy to the sixth form office. We understand that in some circumstances (e.g. bereavement/funeral) this is not possible.

You may also request time off to look after a family member if you have caring responsibilities and these have been discussed with school. We would expect time off school in these circumstances to be the exception. We understand you may not be able to give the required notice in these circumstances so authorisation for these absences would be taken on a case-by-case basis.

## Unexpected illness/emergency appointment during the school day

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If you have to leave school for an emergency appointment/ illness you **MUST**:

- Speak to Mrs Simmons or Mrs Sewell in the Sixth Form office to let them know that you are leaving the school site. If you are unwell we need to know that you can get home safely. We may want you to speak to the school nurse or we may need to contact a parent/carer.
- You must ask a parent/carer to complete the online absence form ASAP.
- You can in addition speak to/email your class teacher, but this is not a substitute to speaking to someone in the sixth form office who deals with attendance, safeguarding and updating the registers. Please do not rely on friends to pass on messages.

## Absent teacher

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Very occasionally your subject teacher may be absent. In this situation you are expected to attend your classroom and pick up the work that will be left for you. In sixth form we expect you to have the maturity to complete the work set independently.

Someone from your class **MUST** come to the sixth form office to collect a green Absent Teacher register form. This must be signed by everyone who is in the lesson and returned to the office straight away so the register can be completed for that lesson. If you do not sign in, you will be marked absent. You must not sign anyone in who is not physically present in the class.

## Changing rooms for Private Study

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If you study a practical subject, you may ask the Study Centre Supervisor for permission to change rooms to carry out practical work for that subject. You must register in the Study Centre first and sign in if required in the department you are working in. This privilege is monitored carefully and spot checks are carried out as part of our safeguarding requirements.

If a teacher from the department you have moved to reports that you are not working effectively during that time, or the supervisor carries out a spot check and you are not there, your privilege of being able to change rooms will be withdrawn immediately.

**You are not permitted to leave the school site during Private Study unless you have specific permission to do so.**

## Leaving the school site and signing out

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You have been issued with an electronic ID card which you must use to sign in and sign out of school. You should sign in only if you have unavoidably missed AM registration, but you do not generally need to sign into school. Your registration mark does that for you.

If you are leaving the school site before 3.15pm because your lessons have finished for the day, you **MUST** sign out electronically if you are not returning.

You do not need to sign out if you are leaving the school site but intend to return.

To use the electronic sign out system you will need to tap your card on the electronic reader twice. The first tap turns the screen green and signs you in, wait a few seconds and then tap again (screen turns amber) to sign out. If the screen goes red, please speak to someone in the office.

## Special circumstances

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We are aware that some students have legitimate reasons for having more time out of school than would normally be acceptable. This could be a long term health condition or poor mental health for example. Provided we have regular contact with a parent/carer who keeps us updated on circumstances, appointments etc. we will always take this into consideration when we are discussing your attendance with you.

## ANY QUESTIONS?

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If you have any questions, or need to update us on anything impacting on your attendance, please speak to Mrs Simmons, Pastoral Officer in the sixth form office or email [amandasimmons@king-james.n-yorks.sch.uk](mailto:amandasimmons@king-james.n-yorks.sch.uk)