## Sixth Form Attendance Interventions and Sanctions

An attendance check will be conducted by the Pastoral and Academic Support Officer (PASO) every two weeks. The Sixth Form requires a student to be in school as a full-time student, and this means a minimum average attendance of $95 \%$. If at an attendance checkpoint you have unauthorised absence marks interventions from the Sixth Form Team and Tutor will be actioned. There is a clear link between attendance and progress and we need to ensure students are giving themselves the best chance to succeed, and also prepare them for the rules and regulations of any work place.

Truancy call will be used on a daily basis where unauthorised absence is recorded in the morning. This requires a response from parents/carers.

## STAGE 1: More than 5 unauthorised absence marks in a fortnight

Pastoral \& Academic Support Officer to call or email home raising the concern.
If this is the same student and attendance concern is not resolved
STAGE 2: More than 5 unauthorised absence marks in a subsequent fortnight

Tutor to contact home via a letter and phone call.

STAGE 3: More than 5 unauthorised absence marks in a subsequent fortnight

Head of Year phone call with parent and a student meeting.

STAGE 4: More than 5 unauthorised absence marks in a subsequent fortnight

Head of Year meeting with parent and student as a final warning.

## STAGE 5: Final action by Associate Principal - Head of Sixth Form

If the student has not improved attendance after the above stages, the student will be given the following options:

1) Asked to leave the sixth form and come under the guidance of the careers service in order to secure another form of education and/or training elsewhere.

OR
2) Repeat the year from the next September in the sixth form.

