



## Annex A - 6<sup>th</sup> Form Attendance To OBA Attendance Policy Yr 7-11

Date adopted: *Jul 18*

Next review date: *Jul 2021*

### Policy Version Control

Policy prepared by	OBA Attendance Policy, based on OAT Model Policy
Responsible committee	With Academy Attendance Policy
Date approved by committee	
Date ratified by LGB (if required)	N/A
Description of changes from the model policy (if any)	1. 6 <sup>th</sup> Form Processes)

Attendance: All students attending the sixth form should aim for 100% attendance. To ensure all students have the ability to do this, the following expectations should be met:

- All students are expected to arrive on time to the academy, for the morning session, attending Tutor period by **08.20am**. Two sessions per day constitute a legal requirement in terms of registration. Sessions start at **08.30am** for the morning, **1.20pm** for the afternoon session which is in period 5.
- All students are expected to 'repay' the time missed due to having arrived late to the academy. Such time will be obtained through the student needing to attend detentions. The amount of time required will be dependent on the frequency of the lates.
- All students are expected to provide advance notice of any unavoidable appointments such as medical & dental. Appointment cards need to be provided to support any absences caused during the academy day. Appointments for driving lessons etc will not be authorised and therefore should not be arranged during the school time.
- All students are expected to contact the academy daily by 09.15am if they are unable to attend the academy, explaining the reason for the absence. If the reason given raises concern, or absences continue Parent/Carers will be contacted. Students being able to contact the academy is a privilege and one that will be removed if absences accumulate.
- All students are expected to complete the full day within the academy, irrespective of whether actual lessons or learning hours are timetabled. Any deviation from this requirement can only be authorized by Head of Sixth Form.
- All students are expected to report to the Health Coordinator/Head of Sixth Form if there is a requirement to sign out of the academy due to ill health.
- All students are expected to use the 'Inentry' sign in screen (at Reception) upon arriving to the academy late or re-signing in/out during break times. No student should be signing out with the reason "other". Use of the OBA cards is expected of students.
- All students are expected to request authorisation for any planned absences of more than one day by use of a term time absence request form (as per annex a to this policy) It is a requirement that parent/carers sign any such request. A copy will be passed to the Head of Sixth Form. It should be noted that no periods of absence will be authorized that are deemed to not be for "exceptional circumstances/unavoidable causes.
- All students will be expected to adhere to this policy and the protocols contained within, failure to do so will cause a meeting with their respective Parents/Carers and 6<sup>th</sup> Form Pastoral Lead/Academy Lead & Head/Assist Head of Sixth Form. Additionally if at any point during the academic year their attendance is identified as being low, impacting on their academic progress a meeting will be held. The use of a contract between student, parent and the academy may be suggested to ensure all are aware of the expectations. Any such student not showing improvement in either areas may jeopardize their place within OBA Sixth Form.

**Sec 11 Education and Skills Act 2008 – amended 2013**

The academy has a duty to fully promote the participation of young people on roll at the academy, through regular attendance.

It is hoped that all students will meet the above expectations enabling them to fully embrace the sixth form experience that the academy offers.

