

Sixth Form Attendance and Punctuality

Ark Academy sixth form students are expected to attend all lessons on time, all the time.

To ensure this happens, we will track what percentage of their lessons, assemblies, briefing and tutor times students are marked present for.

Following this -

- **Every week** the sixth form administrator and form tutors will share students' lesson by lesson' attendance percentage (LBL%) figure with them
- **Every half-term** all parents will be informed of their child's LBL% relative to the year group
- Students whose LBL% remains above 95% will be eligible for regular rewards
- Students whose LBL% drops below 85% will enter a formal system of intervention, managed by the sixth-form leadership team as follows -

Intervention	Managed by	Duration
<p>Stage 1 - Attendance support plan</p> <ul style="list-style-type: none"> • Form tutor meets weekly with student to review LBL% for that week • Form tutor and student set action steps to improve attendance • Parents notified by letter 	Form tutor	3 weeks
<p>Stage 2 – HoY intervention</p> <ul style="list-style-type: none"> • Head of Year meets with student and parents to urgently discuss attendance • Following this, Head of Year meets weekly with student to review LBL% for that week and set targets to improve attendance 	Head of Year	3 weeks
<p>Stage 3 – Director of Sixth Form intervention</p> <ul style="list-style-type: none"> • Director of Sixth Form meets with students and parents to discuss attendance and alternative provision for study • Timeline and conditions for improvement set 	Director of sixth form	3 weeks
<p>Stage 4 Intervention - Student is asked to leave Ark Academy Sixth Form</p>	Sixth Form SLT/ Principal	-

Punctuality:

We will enforce high standards of punctuality as follows -

<i>If a student arrives <10 minutes late to a lesson</i>	<p>A student will be marked 'Late' on the register.</p> <p>Where this happens more than 3 times in any given week, the student will be required to 'catch up' the time in Compulsory Catch Up from 2.40pm – 3.30pm on a Friday.</p>
<i>If a student arrives >10 minutes late to a lesson</i>	<p>If a student arrives more than 10 minutes late to any lesson, they will be denied entry.</p> <p>They will be marked as absent and required to 'catch up' the time in Compulsory Catch Up from 2.40pm – 3.30pm on a Friday.</p>

Sixth Form Procedures for Attendance and Punctuality -

1. All sixth form students are expected to 'tap in' to school site using their ID card which they are expected to carry at all times. In the event that their ID card is lost, students must replace this at a cost of £5.
2. In the case of illness, on the first day of absence parents are expected to contact the school by telephone as a matter of courtesy by 8.15am that day. A letter or email from the parent to the Sixth Form Administrator (sixthform@arkacademy.org) should be provided on the first day of their return.
3. Students who are absent and have not called in will be sent a text message by the Sixth Form Administrator that same day.
4. If a student needs to leave school early a request must be made in writing. This should be shown to their Form Tutor 24 hours in advance of the day.
5. Parents will be contacted by the Sixth Form Tutor or Sixth Form Administrator whenever there is any doubt or concern regarding a student's absence. Even if notes are received, concerns regarding attendance may be brought to the attention of the Head of Year and Director of Sixth Form.
6. In the case of prolonged or repeated absences due to illness students may be requested to provide a doctor's letter for confirmation. If the situation continues, please be aware the school may contact parents to discuss the issue.

Absences in special circumstances -

- Absences must be limited to cases of real illness, and holidays will not be authorised during school time.
- However, it is acknowledged that there may be special circumstances where students may be absent from school.
- In these circumstances, a request should be put in writing to the Director of Sixth Form clearly stating the reasons for the proposed absence.
- The circumstances of your request will be considered and students will receive a written response.
- Where the decision is taken to refuse permission, the absence will remain unauthorised should students choose to ignore this.

Absence	Authorised?	Supporting documentation required
Minor ailments (e.g. headache, period pain, stomach ache, fatigue)	No	
Medical issues e.g. doctor, dental, opticians, orthodontist appointments & funerals	Yes	Students to bring note written by parents in on first day following absence and submit to sixth form administrator
Birthdays or similar celebrations	No	
Awaiting deliveries or maintenance work at home (e.g. boiler fixed) on behalf of parent	No	
Taking care of younger siblings	No	
Driving test - practical	Yes	Students to email Head of Year for permission at least one week in advance
Driving Test - Theory exam and lessons	No	
Holidays	No	
University Open Days and Summer Schools	At the discretion of Head of Year	Students to email Head of Year for permission at least one week in advance
Other i.e. examinations, job interview, participation in extra curricular activities, rehearsal for events relating to schools etc.	At the discretion of Head of Year	Students to email Head of Year for permission at least one week in advance