



Attendance

Rationale

It is an expectation that all post 16 students maintain cumulative rate of attendance as close to 100% as possible. Intervention will be considered for students with attendance lower than 95%.

Attendance Expectations

We expect all post 16 students to be present and punctual to all sessions requiring attendance.

These include:

- Registration*
- Timetabled lessons
- Study periods
- Assembly
 - Additional sessions where attendance is required e.g. subject support sessions, upgrade, revision sessions, futures week, field visits, meetings with tutors, senior tutors, teachers, post 16 leadership

**All year 12 students are required to attend morning registration every day unless they have period 1 at the other learning community.*

Absence in advance

If students know they are going to be absent in advance they must complete and submit *at least 24 hours before* to the post 16 reception an 'Absence in advance form'. This is signed by all the subject staff who would normally be teaching the student on the day/s of their absence as well as their tutor. It is the student's responsibility to catch up with any work missed during this absence.

Authorised absences: *(Absence in advance forms to be submitted prior to the absence)*

The decision to authorise an absence lies with the Assistant Headteacher. Valid reasons for an authorised absence might include: Visit to university for an open day or interview, work experience placement which is directly related to the course or chosen career, funeral of a close family relative or friend, driving test (not lesson), emergency doctor and dentist appointments, hospital appointments or important religious festivals.

Where possible, students should bring in proof of the above e.g. letter, appointment card



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Illness

If students are absent, we ask that a parent notifies us every day of the absence. If a parent is unable to inform us directly of student absence (e.g. if they are working or if student lives independently), the student must call the absence line themselves.

Self-certification absence form

All students must complete a 'certification absence form' upon return if a parent HAS NOT notified us of the absence/s. This form should be returned as soon as possible when the student returns to school. Until this is done, the absence will remain unauthorised.

Non-attendance at compulsory sessions

Attendance is monitored by both subject teachers, tutors as well as the wider post 16 team. Courses are taught all year round and do not include 'catch up time' if students miss some lessons. If attendance starts to cause concern (i.e. below 95%) students will be referred to the centre intervention policy which could ultimately result in a students' place at the centre, and/or examination entries coming under review.

If students do not attend a compulsory session and have not had absence authorised in advance, a text/email will be sent to parents.

Staff absence

Where a member of staff is absent from a post 16 lesson it is the responsibility of the individual student to register themselves with the member of staff in the class room or by leaving their name with the Post 16 office. Cover work will be provided.

Consequence of poor attendance

Subject teachers are responsible for monitoring student attendance to lessons and using the intervention process as applicable.

Attendance reports will be run regularly. Where there is a genuine medical reason for absence, this will be taken into account. However, such absences do act as a barrier to attainment.

Transition from Year 12 to 13

Transition from year 12 to year 13 will depend on attendance as well as academic attainment and conduct.