

Attendance Policy – appendix (HSFC)

The Holgate Academy - HSFC

Edition – September 2023

Contents

Target – 97%	3
Role of the student.....	3
Role of the parent / carer	3
Role of the subject teacher/Subject Lead	3
Role of the tutor	4
Role of Head of HSFC (supported by Post 16 leaders where applicable)	4
Role of the Sixth Form Administrators	4
Role of the Home Academy Leadership Team	4
Review	4

Target – 97%

At The Hucknall Sixth Form we strongly believe that outstanding attendance is vital in ensuring that every student achieves their potential. Therefore a significant amount of time and resources are spent on ensuring students and their families understand the importance of this. Below is an outline of the attendance categories assigned to our students through the weekly monitoring of their attendance. Please note holidays will not be authorised during term time and will count against a student's attendance. **NB:** If a student is absent, reception must be informed by 9:00 am on the morning of the day of absence by a parent/carer.

Green category (Year to date 100%-97%)

- Weekly monitoring of attendance by tutor.
- Attendance data sent home on progress reviews

Amber category (Year to date 96%-91%)

- Meeting with Tutor
- Communication home

Red category (Year to date 90% or less)

- Parental meeting with Head of HSFC / Post 16 leader where applicable
- If there is not an improvement in attendance, a meeting will be arranged with a member of the student's home academy leadership team to review their place in 6th form. This may lead to a student being taken off roll.

Non-attendance for more than 2 weeks without reason given

- A meeting will be arranged with a member of the student's home academy leadership team to review their place in 6th form. This may lead to a student being taken off roll.

Students who miss two consecutive weeks' worth of lessons in a given subject (but whose session attendance is good)

- Communication with home by subject staff / subject leads.
- If no improvement in attendance, a meeting will be arranged with the Head of HSFC / Post 16 leader where applicable.

Role of the student

- Catch up on all work missed due to absence.
- Maintain an attendance figure above 97%

Role of the parent / carer

- Notify reception for any planned absences (e.g. university open days etc.) prior to the event.
- Notify reception by 9am if student is unable to attend Sixth Form due to illness.

Role of the subject teacher/Subject Lead

- Liaise with Tutor and Head of HSFC where a student misses two consecutive weeks' worth of a timetabled lesson (but whose session attendance is good)

Role of the tutor

- To notify tutees weekly of their attendance percentages and any concerns. (Tutors will be provided with attendance data)
- To contact home and meet with students whose attendance falls between 96 and 91%

Role of Head of HSFC (supported by Post 16 leaders where applicable)

- Meet with the students whose attendance falls at or below 90%
- Meet with Parents/ Carers of students whose attendance falls at or below 90%

Role of the Sixth Form Administrators

- Contact home for any students with unexplained absences via email.
- Follow up unexplained absence for the duration of a day or more.

Role of the Home Academy Leadership Team

- Meet with students and parents/carers where attendance has not improved.
- Review the place of a student in sixth form.

Review

Published: September 2023	Next review: September 2024	Statutory/non: Statutory	Lead: Mr R Ellis
Associated documents:			
Attendance Policy			
Links to:			
https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2020/03/Attendance.pdf			