

HASMONEAN HIGH SCHOOL FOR BOYS

**HASMONEAN**



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# SIXTHFORM

# ATTENDANCE POLICY

Hasmonean High School for Boys has high expectations for Sixth Form pupil attendance. The following policy outlines how we will ensure that these high expectations are met.

Attendance and punctuality form a significant part of preparing students for a professional life after Hasmonean. Attendance and punctuality will therefore be reflected in any references Hasmonean may make for a student moving in to further education or employment.

Hasmonean will offer supportive measures and pastoral intervention, as appropriate, for those students with unsatisfactory attendance. The school also understands that reasonable adjustments may need to be made to the policy where student attendance may be limited by personal circumstances or individual student needs.

## **ATTENDANCE DURING THE SCHOOL DAY**

Hasmonean recognises that Sixth Form students are at a new stage in their academic lives and should therefore be given more independence to reflect this. Students therefore have different privileges and obligations depending upon their level of attendance, as recognition of using this new independence in an appropriate way:

### Year 12

- Students who achieve and maintain 100% attendance will be allowed to leave the school premises during the school day, when they have a scheduled study period. Students will need to return to school to attend their lessons. This is known as the “100% list”.
- Students who achieve and maintain 96% attendance or higher will be allowed to leave the school premises after 1pm each day, when they have a scheduled study period. Students will need to return to school to attend their lessons. Students will need to stay in school until 1pm and complete their independent study time in school. This is known as “the list”.
- Students who are below 96% attendance will only be allowed to leave school after their final timetabled lesson of the day, which will be indicated on a yellow exit pass issued to each student. Students will need to remain in school in between scheduled lessons, regardless of the time of day or the amount of private study time they have.

## Year 13

- Students who achieve and maintain 96% attendance or higher will be allowed to leave the school premises after 11:15am each day, when they have a scheduled study period. Students will need to return to school to attend their lessons. This is known as “the list”.
- Students who are below 96% attendance will only be allowed to leave school after their final timetabled lesson of the day, which will be indicated on a yellow exit pass issued to each student. Students will need to remain in school in between scheduled lessons, regardless of the time of day or the amount of private study time they have.

### Additional notes:

- Students on the “100% list” or “the list” may be required to remain in school by a member of staff (please see below for information regarding organising external commitments during the school day).
- If there are particular attendance concerns with a student, they may be required to stay in school until 3:35pm each day, regardless of attendance percentages.
- Some Beis provision is offsite, but students must attend this and attend school immediately afterwards.
- Students will need to show security their lanyards and yellow exit pass to leave the school premises each day. Failure to do this will mean students will need to remain in school until 3:35pm, regardless of attendance figures.
- Attendance at school in line with the above adherence to the “100% list” or “the list” is expected except in cases of emergencies, where the Headteacher would be informed.
- **Students must sign in and out of school through our InVentry system so that an accurate record can be kept of when students are on-site.** Failure to sign in or out may result in the above privileges being revoked for health and safety concerns, with students having to stay on site until the end of the school day.

## **ABSENCES**

Students need to sign in every morning by swiping their ID card when they enter and leave the school premises. Teachers will take a register for every lesson - the attendance of pupils of non-compulsory school age will be recorded in the same way as for compulsory school-aged pupils so that attendance can be monitored, unexplained absences investigated and the School can ensure student safety and welfare.

For any absences due to illness, parents are asked to notify the Sixth Form Attendance Officer in the morning of the absence so that the registers can be updated. If the school is not informed of the absence, this will be treated as an unauthorised absence. The school can be notified of Sixth Form absences via email on: [sixthform.attendance.boys@hasmonean.co.uk](mailto:sixthform.attendance.boys@hasmonean.co.uk) or phone on: 020-8203-1411 ext 234. You should endeavour to contact the Sixth Form absence line by 9am.

If a student is already in school and needs to leave and will be missing lessons, they must request permission from the Sixth Form Attendance Officer/ Student Services. If the Attendance Officer is unavailable, they may ask the Head of Sixth Form.

Appointments and commitments should not be arranged during school time, where possible. For example, if students miss lessons due to scheduled driving lessons, this will not be considered as authorised absence. School commitments will take priority over any arrangements that take place outside of school during school time, such as driving lessons (unless commitments cannot be avoided such as particular medical appointments): likewise, if there is an occasion where a student must remain in school under the instruction of a member of staff, even if they do not have scheduled lessons, students are expected to comply. For medical appointments, appointments should be made during the school holidays to avoid disruption to the pupil's education; any applications for absence during the school day, e.g. for medical appointments, should be made in writing to the Sixth Form attendance officer at [sixthform.attendance.boys@hasmonean.co.uk](mailto:sixthform.attendance.boys@hasmonean.co.uk) to be considered on a case -by-case basis.

Parents should request permission from the Head of Sixth Form for any planned absences, such as family celebrations or educational visits. Planned absences must be authorised by the Headteacher before any bookings are made and therefore, permission should be requested well in advance of scheduling commitments.

96% attendance is considered acceptable. The school also understands that reasonable adjustments may need to be made to the policy where student attendance may be limited by personal circumstances or individual student needs, for example by reason of a disability.

#### **REWARDS FOR HIGH OR IMPROVED ATTENDANCE**

At the end of each half term, pupils with 100% attendance will be entered into a raffle. Two pupils will be selected at random from the raffle and a postcard will be sent home. Students will be able to redeem the postcard for a prize from the rewards shop.

For students who have improved their attendance, which will be assessed on a half termly basis, a postcard from the Head of Sixth Form will be sent home. Students will be able to redeem the postcard for a prize from the rewards shop.

#### **PASTORAL INTERVENTIONS**

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school will be working in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with the schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. Where supportive strategies are necessary in helping a student improve school attendance, pastoral intervention could include, but is not limited to:

- A staff mentor
- Sessions with the school counsellor
- Spiritual mentoring
- Attendance and punctuality report

- Adapted timetables

## **ESCALATION PROCEDURES FOR POOR OVERALL SIXTH FORM ATTENDANCE**

Beis is an important part of the school day. It should be noted that attendance to Beis is compulsory and absence will be treated in line with the following policy, as with all Sixth Form lessons.

Those students who attend Beis Chazak are issued with additional expectations and guidelines which can be found in the Beis Chazak Policy.

The following three stages will be followed when monitoring Sixth Form student attendance.

### **Stage 1 – below 96%**

A first formal letter will be sent home notifying parents/guardians of a decline in attendance below the expected level, which is 96%. Parents will be encouraged to communicate with the School as to the reasons for the decline in attendance and support will be put in place by the Sixth Form leadership team. A meeting will be conducted between the pupil and the Sixth Form Administrative Officer in order to discuss the decline in attendance and to put in place necessary steps of support. We are mindful of particular reasons for a decline in attendance such as bullying, medical conditions and/or disability, mental health issues, family issues and criminal exploitation. The school will always seek to support students and parents in promoting good attendance.

### **Stage 2 - below 93%**

If a pupil's attendance continues to decline and falls below 93%, parents/carers will be invited to attend a meeting in school with their child, the Sixth Form Administrative Officer and the Head of Sixth Form. Support that has been put in place to date will be discussed and further steps will be outlined: there will be an expectation that attendance will need to improve and targets will be set.

### **Stage 3 – below 90%**

A second formal letter will be sent if a pupil's attendance falls below 90%. Parents/ carers will be required to attend a meeting in school with their child, the Sixth Form Administrative Officer, the Head of Sixth Form and the Assistant Headteacher for Pastoral and Behaviour.

Members of staff will set action points that must be met within an agreed review period. If there is no improvement at the end of this review period, a further meeting will be set up with the involvement of the Headteacher.

Reasons for the decline in attendance will be explored and intervention strategies will be reviewed.

Ultimately, unsatisfactory attendance and/or punctuality has a direct impact on a student's performance in their public examinations. With this in mind, in some circumstances intervention via mentoring or parental meetings with members of SLT may be considered without moving through the escalation procedures set out above – including, but not limited to:

- Persistent truancy from individual lessons;
- Persistent poor punctuality;

- Absence from mock examinations without authorisation

## **ESCALATION PROCEDURES FOR POOR SIXTH FORM LESSON ATTENDANCE AND PUNCTUALITY**

Truancy from lessons, including morning Beis, will be treated in accordance with the School's Behaviour Policy. Extenuating circumstances will always be taken into account. It should be noted that each instance of truancy will be addressed separately, even if a student truants from multiple lessons on a given day.

Students who consistently or persistently truant will meet with the Head of Sixth Form and Headteacher to discuss appropriate steps for intervention.

Punctuality is an important component of helping pupils prepare for professional life after school. If a student is more than five minutes late to a lesson, without a suitable explanation, parents will be informed via Bromcom and a sanction will be issued.

## **ESCALATION PROCEDURES FOR POOR SIXTH FORM EXAMINATION ATTENDANCE**

Students who do not attend their mock examinations, or who attend exams but do not attempt their papers will be asked to meet with the Head of Sixth Form to ascertain why this took place. As the first point of action, support and intervention will be offered for circumstances that deem it necessary, including but not limited to the involvement of Directors of Learning if an issue is subject specific. Persistent unauthorised absence from mock examinations will result in a student being asked to meet with the Head of Sixth Form and Headteacher and asked to re-sit examinations in their own time.

## **THE APPRENTICESHIP PATHWAY**

Students who have successfully enrolled in the Apprenticeship Pathway must sign in and out with security each day. Enrolled students will only be allowed on site if they sign in with security and wear the designated Apprenticeship Pathway lanyard. This lanyard must be returned to security when students leave the site after morning Beis. Parents will be contacted about missing students, in line with the policy for students on the A Level or Btec pathways. Similarly, parents must contact the absence line if students will not be attending school on a given day.