



Beal High School Sixth Form Sixth Form Attendance and Punctuality Procedure

'Beal High School Sixth Form aims to encourage excellent levels of attendance and punctuality, with the intention of enabling all students to take full advantage of the educational opportunities available to them.'

The procedure for Sixth Form attendance and punctuality is to improve the overall percentage attendance of students at school to above 95%. This will include lesson and tutor time sessions. Students who fall below 95% attendance will then be placed on the attendance disciplinary ladder.

- 1. Informal Warning – details kept on file** – This may be through DAP/DDAP or departmental interventions. Students may be warned via their specific departments depending on the nature of the absences.
- 2. Formal Warning and Report card (stage 1)*** – Formal Warning letter will be sent home to parents and students will have to complete two weeks report with 95% attendance. If this is a department concern, students may complete departmental reports.
- 3. Formal Warning and Report card (stage 2)*** – 'Persistent Absences' Formal Warning letter will be sent home to parents and students will have to complete two weeks report with 95% attendance. Warning will be raised and risk of 'Attendance Concern Meeting' if students attendance does not improve.
- 4. Parental Intervention** – Parents invited to attend an 'Attendance Concern Meeting' with pastoral team. Students will agree an attendance contract to remain on roll.
- 5. Educational Welfare Officer (EWO)** – An external agency to arrange home visit to address attendance concerns. Failure to respond to this stage will result in removal from roll.
- 6. Removal from roll** – Failure to respond the previous interventions will result in students being removed from roll.

It is the responsibility of the student and parents to ensure that if absences do occur that the correct procedure is followed. Students must ask parent to email on each day of absence to sixthformabsence@bealhighschool.co.uk or, if not possible to email, bring a pink absence slip from their diary or a blue absence form to explain their absence on the day of their return.