

NSFC Attendance – Appendix

Purpose of this Appendix

This appendix sets out attendance procedures specific to Post-16 students at The National Church of England Academy. It should be read in conjunction with the main Attendance Policy (Policy 24), which sets out the trust-wide approach to attendance, roles and responsibilities, recording procedures, and legal framework.

Key differences for Post-16:

- Students over 16 are not subject to compulsory school attendance laws
- Legal sanctions (penalty notices) do not apply to Post-16 students
- Consequences for poor attendance focus on continuation of sixth form place rather than legal intervention
- Post-16 students have more independent timetables requiring subject-level attendance monitoring
- Post-16 Attendance Target and Expectations
- Target attendance: 97%

We believe that outstanding attendance is vital in ensuring that every Post-16 student achieves their potential. Students are expected to:

- Attend every timetabled session on time
- Catch up on all work missed due to absence
- Maintain an attendance figure above 97%

Important note: Holidays will not be authorised during term time and will count against a student's attendance.

Reporting Absence

If a Post-16 student is absent, reception must be informed by 9am on the morning of the day of absence by a parent/carers using:

Email: attendance@nationalacademy.org.uk

Phone: 0115 9635667

For planned absences (e.g. university open days, interviews), parents/carers should notify reception prior to the event.

Attendance Monitoring and Intervention Framework

Post-16 attendance is monitored using a traffic light system with escalating interventions:

Green Category: 100%-97% (Year to Date)

Monitoring:

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

Action required:

- None – continue to maintain excellent attendance

Amber Category: 96%-91% (Year to Date)

Monitoring:

- Weekly notification by tutor of attendance percentages and concerns
- Tutors provided with attendance data

Interventions:

- Meeting with tutor to discuss barriers to attendance
- Communication home by tutor
- Identification of support needs

Responsibility: Form Tutor

Red Category: 90% or Below (Year to Date)

Monitoring:

- Continued weekly monitoring
- Formal tracking of intervention impact

Interventions:

- Parental meeting with Head of Sixth Form
- Development of attendance improvement plan
- Identification of barriers and support required

If there is not an improvement in attendance following intervention, a meeting will be arranged with the Post 16 Line Manager to review their place in sixth form. This may lead to a student being removed from roll.

Responsibility: Head of Sixth Form (supported by Post-16 Line Manager where applicable)

Non-Attendance for More Than 2 Weeks Without Reason Given

Action:

- Immediate safeguarding concern raised (as per main policy section 4.5)
- A meeting will be arranged with Head of Sixth Form and Post 16 Line Manager to review the student's place in sixth form. This may lead to a student being removed from roll

Responsibility: Head of Sixth Form and Post 16 Line Manager

Subject-Level Attendance Monitoring

In addition to session attendance, Post-16 students' attendance at individual subject lessons is monitored.

Students Who Miss Two Consecutive Weeks of Lessons in a Given Subject (But Whose Session Attendance is Good)

Interventions:

- Communication with home by subject staff/subject leads
- Meeting with student to understand reasons for subject-specific absence
- Discussion of impact on progress and examination outcomes

If no improvement in attendance, a meeting will be arranged with the Head of Sixth Form

Responsibility: Subject Teacher/Subject Lead, escalating to Head of Sixth Form

Roles and Responsibilities (Post-16 Specific)

Students

- Catch up on all work missed due to absence
- Maintain an attendance figure above 97%
- Attend every timetabled session on time

Parents/Carers

- Notify reception for any planned absences (e.g. university open days, interviews) prior to the event
- Notify reception by 8.40am if student is unable to attend sixth form due to illness
- Engage with attendance meetings and support plans

Form Tutors

- Notify tutees weekly of their attendance percentages and any concerns
- Contact home and meet with students whose attendance falls between 96% and 91%
- Monitor attendance data provided weekly

Subject Teachers/Subject Leads

- Monitor attendance at individual lessons
- Liaise with tutor and Head of Sixth Form where a student misses two consecutive weeks of a timetabled lesson (but whose session attendance is good)
- Communicate with home regarding subject-specific absence concerns

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
- Maintain accurate attendance records

Head of Sixth Form (Supported by Post-16 Line manager where Applicable)

- Meet with students whose attendance falls at or below 90%
- Meet with parents/carers of students whose attendance falls at or below 90%
- Develop attendance improvement plans
- Monitor impact of interventions

Post 16 Line Manager

- Meet with students and parents/carers where attendance has not improved following sixth form intervention
- Review the continuation of a student's place in sixth form
- Make decisions regarding removal from roll where appropriate

Post-16 Specific Planned Absences

In addition to the planned absences outlined in the main attendance policy (section 4.3), the following are common Post-16 planned absences:

University Open Days

- Parents/carers should notify reception at least 24 hours in advance
- Students should provide confirmation of the open day (e.g. email confirmation, booking reference)
- Students are expected to attend lessons before and after the visit where possible
- Students should catch up on any missed work

University/Apprenticeship Interviews

- Will be authorised as per main policy (section 5.1)
- Evidence of interview should be provided where possible
- Students should minimise time out of lessons

UCAS/Application Support Days

- May be authorised where these are organised by external providers
- Should be notified in advance with supporting evidence

Removal from Roll: Process and Criteria

Unlike students of compulsory school age, Post-16 students may be removed from roll if their attendance does not meet expectations and they do not engage with support.

Criteria for Consideration of Removal from Roll:

- Attendance at or below 90% with no improvement following intervention
- Non-attendance for more than 2 weeks without reason given
- Persistent subject-specific absence affecting examination outcomes
- Failure to engage with attendance improvement plans

Process:

- Meeting with Head of Sixth Form and parents/carers
- Formal written warning regarding continuation of sixth form place
- Referral to Post 16 Line Manager
- Meeting with Post 16 Line Manager, student, and parents/carers
- Decision made regarding continuation of sixth form place

If removed from roll, support provided with alternative Post-16 provision or employment pathways

Important: Decisions regarding removal from roll will be made on a case-by-case basis, taking into account:

- The student's individual circumstances
- Any SEND or safeguarding concerns
- The student's engagement with support
- The impact on the student's educational outcomes
- Alternative provision available

Celebrating Good Attendance

Post-16 students with excellent attendance will be recognised through:

- Positive communication home
- Attendance certificates and awards
- Recognition in progress reviews and references
- Inclusion in sixth form celebration events

Monitoring and Review

Post-16 attendance data will be:

- Monitored weekly by form tutors
- Reviewed half-termly by the Head of Sixth Form
- Reported to the designated senior leader for attendance (Assistant Headteacher for Behaviour and Attitudes)
- Included in termly reports to the Local Governing Body and Trust attendance lead

This appendix will be reviewed in line with the main Attendance Policy review cycle (every 2 years, or when DfE guidance is updated).

Key Contacts

For absence reporting:

Email: attendance@nationalacademy.org.uk

Phone: 0115 9635667

For attendance concerns:

Head of Sixth Form: Jude Cliffman jcliffman@nationalacademy.org.uk

Post-16 Leaders: Michael Jones mjones@nationalacademy.org.uk

For attendance support:

Attendance Officer: Ms H Arrowsmith (attendance@nationalacademy.org.uk)

Designated Senior Leader for Attendance: David Llewellyn (dllewellyn@nationalacademy.org.uk)

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Approved by: