

Guide to JFS Sixth Form Attendance 2020-21

Aim

The aim of this policy is to encourage students to attend school every day in order to take full advantage of the opportunities available. Regular and punctual attendance at school is essential in order for students to maximise their chances of success.

Principles

The link between students' attendance and attainment is well documented across all levels of education. The 2012 Department for Education report begins by stating that "the evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely not to be in education, employment or training (NEET) when they leave school." Your son/daughter's Sixth Form course is vital for their future. Educational research and our own extensive experience of supporting students in post-16 studies show that good attendance leads to students achieving good examination results and in gaining the most from their experience of the JFS Sixth Form. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment. Students will not be authorised to attend any trips if their projected attendance falls below 90%. In addition, all references written by the JFS Sixth Form will make mention of the student's attendance record.

Expectation

Every student is expected to maintain an attendance level of 95% or above in order to achieve their full potential. The Education Act 1996 requires parents to ensure that their children of compulsory school age receive a suitable full-time education. As well as timetabled lessons students also have non-contact periods for private study, homework and enrichment activities.

Upon commencement of study at the JFS Sixth Form, all students and their parent/carer will agree to the [Sixth Form Home School Agreement](#). The document "reflects our school motto 'Orah Viykar' – 'Light and Honour' and through it we aim to demonstrate our commitment to value all students, staff and parents/carers. At JFS our aim is to equip students for a life in their community, Modern Britain and wider society. This agreement forms the foundation of a positive three-way partnership and the promotion of the good reputation of JFS in the community." The relevant section is shown below:

	As a Parent/Carer I will:	As a student I will:	As a school we will:
Attendance and Punctuality	<ul style="list-style-type: none">• Ensure my child maintains a high level of attendance and punctuality.• Inform the school promptly about any absence and the reason.• Adhere to the holiday dates as published on the website and only request leave of absence in exceptional circumstances.	<ul style="list-style-type: none">• Maintain a high level of attendance and attend punctually every day.• Arrive promptly	<ul style="list-style-type: none">• Monitor absence and punctuality.• Recognise and reward good attendance.• Intervene when levels of attendance and punctuality fall below an acceptable level.• Support families to improve their child's attendance.

Absences

Sometimes absence is unavoidable. However, all absence must be accounted for, either through a phone call, email or letter. In the event of illness contact must be made as soon as is possible. Authorisation for medical appointments must be requested from the Assistant Head of Year with proof of appointment (official letter, email or text message) and always in advance. Please be aware that emails on the day of appointment may not be actioned in time for the student to leave on time. Some other absences may be authorised in exceptional circumstances, for which authorisation must be requested in advance from the Headteacher. Please be aware that some reasons for absence cannot be authorised.

The following table shows what the school recognises as acceptable or unacceptable absence and what students / parents need to do in order to have absences authorised:

ABSENCE	AUTHORISED	PROOF REQUIRED IN ADVANCE
Driving lessons / Birthdays, etc.	No	Will be marked as unauthorised.
Driving test Practical	Discretion of Assistant Head of Year	Email or letter from parent/carer (<i>with a copy of the test confirmation</i>) to the Assistant Head of Year in advance of the day of absence.
Driving test Theory	No	Will be marked as unauthorised.
Extra-curricular activities Outside school	Discretion of Headteacher	Email from parent/carer to leaverequests@jfs.brent.sch.uk addressed to the Headteacher at least a week in advance . <i>If the absence is not authorised, it will be recorded as unauthorised on the student's record.</i>
Extra-curricular activities Within school or school organised visit	Yes	Teacher in charge to notify teaching staff and the Attendance Data Coordinator. Student to notify their teachers of absence from lessons in advance.
Interview for part-time job	Discretion of Assistant Head of Year	Email or letter from parent/carer (with a copy of the interview confirmation) to the Assistant Head of Year in advance of the day of absence.
Illness During the day	Yes	Note from the School Nurse and sign out using biometric scanners.
Illness Absence through illness	Yes	Message by phone (020 8206 3271) or by email (sixthformattendance@jfs.brent.sch.uk) each morning by 9am. <i>In the case of prolonged or repeated absences due to illness, a doctor's letter may be requested or absences may be unauthorised.</i>
Leave of absence request Family / religious events Weddings / bar or bat mitzvahs, etc.	Only in exceptional circumstances. Discretion of Headteacher	Email from parent/carer to leaverequests@jfs.brent.sch.uk addressed to the Headteacher at least a week in advance . <i>If the absence is not authorised, but taken anyway, it will be recorded as unauthorised on the student's record.</i>
Medical appointments Last-minute appointments. Where possible all medical appointments should be made outside of school hours	Discretion of Assistant Head of Year	Email from parent/carer to the Assistant Head of Year with proof of appointment in advance . Requests on the day of appointment may not be actioned in time for the student to leave on time. Students to sign in/out using biometric scanners. <i>Excessive appointments may be unauthorised</i>
Personal issues Accommodation/funeral/hospital visits/dependent/caring responsibilities	Yes	Email from parent/carer to the Assistant Head of Year in advance .
University Interviews	Yes	Email from parent/carer in advance of the day of absence to the Assistant Head of Year. Students to sign in/out using biometric scanners.
University Open Days	Up to 3 per year	Email from parent/carer in advance of the day of absence to the Assistant Head of Year (<i>with a copy of the appointment confirmation where possible</i>).
Lateness For school (sufficient reason)	Discretion of Assistant Head of Year	Must sign in using biometric scanners or with the Attendance Officer on arrival at school. Will be unauthorised after registers have closed.
Lateness For lessons (without sufficient reason)	No	Will be marked as late. See lateness section.
Email: Sixthformattendance@jfs.brent.sch.uk		
Tel: 020 8206 3100 and choose option 1		

Signing in and out

It is a requirement that we know who is in the school building at all times. If students are late to school and miss registration, or are in school after lunch but do not have period 4, then they must sign in using the biometric scanners or with the Sixth Form Attendance Officer in the Sixth Form Admin Office.

Year 12 students are expected to be in school to attend morning registration at 8.30 every day. If a Year 13 student has a 'double free' (no period 1 or 2) then they are expected in school by the start of lesson 3. If they have a 'triple free' (no period 1, 2 or 3) they are expected in by the start of lesson 4. Upon arrival students must register using the biometric scanners or with the Sixth Form Attendance Officer in the Sixth Form Admin Office if they have no lessons.

Registers are always taken at recreation sessions, tutorials and Jewish studies lessons. Remember: it is your son/daughter's responsibility to ensure that he/she is registered at each school morning and afternoon session and at each lesson. Failure to do so will be considered a behavioural issue.

Off-Site privileges

Sixth Form students are allowed off-site during lunchtime only, as long as they adhere to the off-site Code of Conduct and the Sixth Form Dress Code. Students are not allowed to exit at all before the start of lunch and, on certain days when special events are held, students have to remain on campus.

If students have no timetabled lessons (including rec, PE and Jewish studies) in the afternoon, they do not have to return after lunch. All other students have to be back in school at the start of lesson 4. No student will be allowed off-site at any other time without an Exit Permit from the Assistant Head of Year. Students should tap in and out at the gate using their ID each time they arrive at/leave school. If your son/daughter does not have their ID card, they will not be allowed to leave the campus during the school day. Where students have no timetabled lessons and remain in school over lunch, students must register using the biometric scanners in the afternoon.

Lateness and truancy

A student who arrives late (over 10 minutes) to a lesson will be marked as late. Any student who is late to a lesson will not be allowed into the lesson and will be sent to the Sixth Form Study Room to complete the appropriate work. Consistent lateness and truancy from lessons will be treated as a behavioural issue and dealt with under the Sixth Form Behaviour Policy.

If a student misses a timetabled period without prior authorisation it becomes a behavioural issue and they will be issued with an after school detention by their class teacher. Failure to attend will result in further sanctions. Please see Behaviour Policy for more information.

Attendance Stage System

JFS Sixth Form operates a staged approach to dealing with students who continue to break the Sixth Form Home School Agreement, by having poor attendance or persistent lateness to registration and lessons. Persistently breaking the Home School Agreement will be considered a behavioural issue. By using an incremental system with early intervention we can quickly share our concerns with the student and parents/carers and so give the opportunity for discussion so that appropriate support and intervention can be put in place.

If a student improves their attendance and thus completes an attendance stage they must maintain the attendance expectations for the following four full weeks. Failure to do so during this period will result in recommencing the stage system at the point they were at previously. After this time the stage system will reset.

Stage 1 - Form Tutor: If projected attendance \leq 95%

An informal conversation is to be held between the student and form tutor to discuss problems and support measures. The tutor will send an email home to explain concerns. Attendance will be monitored informally by the form tutor.

Stage 2 - Assistant Head of Year: If projected attendance \leq 92%

A meeting will take place between the Assistant Head of Year and parents/carers to discuss problems and support measures. The student will be placed on Attendance Report monitored by the Assistant Head of Year for two full weeks. A Stage 2 letter will be emailed home by the Assistant Head of Year and their teachers will be informed.

Students are expected to have their report signed by the Sixth Form Attendance Officer for AM and/or PM registration as appropriate. An unauthorised absence during this period may trigger Stage 3.

Stage 3 - Head of Year: If **projected attendance \leq 90%**

A meeting will take place between the Head of Year and parents/carers to discuss problems and support measures. The student will be placed on Attendance Report monitored by the Head of Year for two full weeks. A Stage 3 letter will be emailed home by the Head of Year and their teachers will be informed. Students are expected to have their report signed by the Sixth Form Attendance Officer for AM and/or PM registration as appropriate. An unauthorised absence during this period may trigger Stage 4.

Stage 4 - Head of Sixth Form: If **continued poor attendance during stage 3**

A meeting will take place with the Head of Sixth Form, Head of Year and parents/carers to discuss attendance and support measures. Appropriate disciplinary proceedings will be decided by the Head of Sixth Form in liaison with the Headteacher. An outcome of this meeting is that it is possible that the student is unable to take his/her exams at JFS or is advised to leave the Sixth Form.