



Attendance and Punctuality Policy

The aim of the Blessed Thomas Holford Catholic College Sixth Form attendance and punctuality Policy is to ensure all our students enjoy their experience and thrive in our Sixth Form. To guarantee this we rely on the close partnership between the Sixth Form, the community and the home. The Sixth Form will monitor every student's attendance and punctuality record throughout each academic year, with an official data analysis at the end of each half term. This policy should be viewed in conjunction with the College's Pastoral Policy.

Punctuality in the Sixth Form:

All students are expected to be present by 8.55am and to leave no earlier than 4.00 p.m. unless previously authorised by the Head of Sixth Form. If a student persistently arrives late in an academic year, the following staged approach will be implemented:

- 5 or more lates – The Sixth Form Tutor discusses the issue with the student and devises an action plan to rectify the situation. The Sixth Form Tutor is to continue to monitor the situation
- 10 or more lates – The Sixth Form Tutor contacts the parents/carers, discusses the issue with them and devises an action plan to rectify the situation. The Sixth Form Tutor is to continue to monitor the situation
- 15 or more lates – The Head of Sixth Form contacts the parents/carers to invite them in to meet with the Head of Sixth Form to discuss the issue with them and devise an action plan to rectify the situation. The Head of Sixth Form Tutor is to continue to monitor the situation
- 20 or more lates – The Head of Sixth Form liaises with the Head of Pastoral Care and the Educational Welfare Officer who contacts the parents/carers of the student. Parents/carers are invited in to meet with the Head of Sixth Form, the Head of Pastoral Care and the Educational Welfare Officer to discuss the issue and devise an action plan to rectify the situation. The Head of Sixth Form and the Educational Welfare Officer will continue to monitor the situation. Bursary payments stop for any student receiving the 16-19 Bursary
- 25 or more lates – The Head of Sixth Form liaises with the Head of Pastoral Care and the Chair of Governors' Pupil Welfare and Discipline Committee who contacts the parents/carers. Parents/carers are invited into meet with the Head of Sixth Form, the Head of Pastoral Care and the Chair of the Governors' Pupil Welfare and Discipline Committee to discuss the issue with them and devises an action plan to rectify the



situation. The student will be issued with a final warning to improve, otherwise an exclusion will be considered

Absence from the Sixth Form:

All students are expected to be present every day in the academic calendar unless previously authorised by the Head of Sixth Form. If a student accrues a number of days absent from school, or a pattern of days off emerges during an academic year, the following staged approach will be implemented:

- 95% or less – The Sixth Form Tutor discusses the issue with student and devises an action plan to rectify the situation. The Sixth Form Tutor is to continue to monitor the situation
- 90% or less – The Sixth Form Tutor contacts the parents/carers, discusses the issue with them and devises an action plan to rectify the situation. The Sixth Form Tutor is to continue to monitor the situation
- 85% or less – The Head of Sixth Form contacts the parents/carers. Parents/carers are invited in to meet with the Head of Sixth Form to discuss the issue with them and devise an action plan to rectify the situation. The Head of Sixth Form is to continue to monitor the situation
- 80% or less – The Head of Sixth Form liaises with the Head of Pastoral Care and the Educational Welfare Officer who contacts the parents/carers. Parents/carers are invited in to meet with the Head of Sixth Form, the Head of Pastoral Care and the Educational Welfare Officer to discuss the issue and devise an action plan to rectify the situation. The Head of Sixth Form and the Educational Welfare Officer will continue to monitor the situation. Bursary payments stop for any student receiving the 16-19 Bursary
- 75% or less - The Head of Sixth Form liaises with the Head of Pastoral Care and the Chair of Governors' Pupil Welfare and Discipline Committee who contacts the parents/carers. Parents/carers are invited in to meet with the Head of Sixth Form, the Head of Pastoral Care and the Chair of the Governors' Pupil Welfare and Discipline Committee to discuss the issue and devise an action plan to rectify the situation. The student will be issued with a final warning to improve, otherwise an exclusion will be considered

Examination charges:



Those with 20 or more lates and/or attendance below 80% may be charged for all external examinations.

Bursary payments:

Bursary money is linked to attendance and behaviour and payment will be stopped immediately if attendance reaches 80% or below or if a student accrues 20 lates to Sixth Form in one academic year.