



ALLERTON GRANGE SCHOOL SIXTH FORM ATTENDANCE POLICY

Spring 2026
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Allerton Grange School Sixth Form Attendance Policy

Rationale

Allerton Grange Sixth Form is committed to supporting every student to achieve their full academic and personal potential. High levels of attendance and punctuality are essential to academic progress, wellbeing, readiness for employment and preparation for further study. This policy aligns with DfE statutory guidance.

1. Student Absence and 'Absent Request'

- 1.1 Parents are required to alert the Sixth Form of any unexpected absence either through emailing sixthform@allertongrange.com or calling 0113 3930304 ext 349. Reasons should be outlined in the email. Parents can also alert the school of absence via the class charts app.
- 1.2 Where possible/appropriate a courtesy email to your subject staff/lessons should be sent.
- 1.3 Absences known in advance are to be requested through a pink 'Leave Request Form' along with any supporting documentation and signed by the Head of Sixth Form so that the Sixth Form can file for evidence and authorise if necessary.
- 1.4 Leave Requests can be made for a number of genuine reasons, including University trips and visits, interviews, medical appointments etc. all leave requests must be made at least one day in advance.
- 1.5 Absence due to illness will need to be communicated each day. The Sixth Form is committed to supporting students who are absent for long periods of time due to illness and will work with parents/carers/students on the best possible outcome.

2. Attendance Procedure

- 2.1 **Initial Process:** If the student is absent and has not signed in, an initial text message is sent home to parents. If a parent/student has made contact the reason will be put onto class charts so teachers are aware.
- 2.2 **Attendance Process:**
 - Level 1 – Students are expected to maintain attendance at above 95% as per the Student Code of Conduct.
 - Level 2 – Attendance below 90% will be discussed by Form Tutors in a 1:1 student meeting
 - Level 3 – Attendance below 80% will be addressed by the Sixth Form progress and welfare officer, including a home visit and a parental phone call.
 - Level 4 – Attendance below 70% will result in a parental meeting and action plan with the Director of Key Stage 5

A period of absence of 21 days without contact with school will result in a removal of the student from the school roll. The school will conduct weekly home visits throughout this period and try to contact the parents via telephone. If these measures are unsuccessful the student will be removed from the school role in line with National guidance.

3. Signing in and Out/ID cards

- 3.1 Students are expected to have their ID cards and their lanyards visible around their necks inside the building and when moving around the site.
- 3.2 ID cards should be reported and replaced if lost/stolen/defaced.
- 3.3 ID cards should be visible on students at all times.
- 3.4 Students should sign-in on the inventory system as they arrive on site and as they leave the building.
- 3.5 Students should be present for registration at 8:30 in the morning. Except for Friday mornings where there will be a scheduled 1:1 meeting once per half term.

4. Attendance to lessons

- 4.1 All students are registered at the start of each timetabled lesson/session and this subject attendance figure is then reported home on student reports.
- 4.2 Lesson attendance is monitored by the class teacher and any concerns with their lessons are flagged by the teacher and a phone call home is made as a first instance.
- 4.3 If students are absent from a lesson, it is their responsibility to catch up with any missed learning.

5. Supervised Study

- 6.1 Students must use their supervised study time as they would a timetabled lesson. They are not to book driving lessons etc in this allocated time.
- 6.2 Students should use the Sixth Form study rooms to complete their supervised study.
- 6.3 Students should ensure they have all materials, resources and equipment they need to study effectively and efficiently during supervised Study.
- 6.4 If attendance becomes a concern supervised study will be monitored and the student will see a reduction in the amount of non-contact time

7. Tutor Period Friday B6 Enrichment

- 7.1 All students are allocated a Personal Tutor and are expected to attend each morning. Tutor period is from 8: 30-9:00 each morning. There is a pastoral programme that aims to enrich, cover post 18 destinations and provide time for academic reviews.
- 7.2 All students are expected to attend form and assemblies.
- 7.3 Tutor periods and Enrichment must be treated as a normal timetabled lesson. All are compulsory to attend.
- 7.4 Regular absences will be flagged as a concern by the form tutor, and a phone call home will be made.

8. Punctuality

- 8.1 Lateness to all contact time (Lessons/Supervised Study/Tutor Period/Enrichment) is not acceptable and will be recorded at the discretion of the member of staff taking the register.
- 8.2 Students are expected to arrive by 08:30 for morning registration.
- 8.3 Poor punctuality will be followed up by the Tutor and Head of Sixth Form. If punctuality is a concern, signing in and out rights will be removed, and this will have to be discussed with parents.

9. Other Related Policies

- 9.1 This policy should be read in conjunction with our other Sixth Form policies, in particular (this is not an exhaustive list):
 - Student Code of Conduct
 - Sixth Form Policy for Positive Discipline