



**BIRKENHEAD**  
HIGH SCHOOL ACADEMY

**GDST**  
GIRLS' DAY SCHOOL TRUST

## BHSA SIXTH FORM ATTENDANCE/PUNCTUALITY POLICY

At BHSA all students are expected to attend all lessons including form time and PHSE on time, all the time. To ensure this happens we will track percentage attendance to lessons including form time and assemblies.

Each week

- Form tutors will share percentage attendance to school
- Every half term form tutors will share the percentage attendance to lessons and lates marks
- Students whose attendance remains above 97% will be eligible for rewards
- Students whose attendance drops below 85% will enter formal system of intervention and their place at BHSA sixth form may be a risk

Parents are required to inform school every day with reasons for students absence

Intervention	Managed by	Timescale
<p><b>Stage 1 - Attendance support plan</b></p> <ul style="list-style-type: none"> <li>• Form tutor meets weekly with student to review attendance for that week</li> <li>• Form tutor and student set action steps to improve attendance</li> <li>• Parents notified by letter</li> </ul>	Form Tutor	3 weeks
<p><b>Stage 2 – Head of Sixth Form intervention</b></p> <ul style="list-style-type: none"> <li>• Head of Year meets with student and parents to urgently discuss attendance</li> </ul>	Head of Sixth Form	3 weeks

<ul style="list-style-type: none"> <li>• Following this, Head of Year meets weekly with student to review attendance for that week and set targets to improve attendance</li> </ul>		
<b>Stage 3 – SLT Sixth form Lead intervention</b> <ul style="list-style-type: none"> <li>• SLT meets with students and parents to discuss attendance and alternative provision for study</li> <li>• Timeline and conditions for improvement set</li> </ul>	<b>SLT Sixth form Lead</b>	<b>3 weeks</b>
<b>Stage 4 Intervention - Student is asked to leave BHS Sixth Form</b>	<b>Principal</b>	

Sixth Form Procedures for Attendance and Punctuality -

1. All sixth form students are expected to ‘tap in’ to school site using their ID card which they are expected to carry at all times. In the event that their ID card is lost, students must replace this at a cost of £5.
2. In the case of illness, on the first day of absence parents are expected to contact the school as a matter of courtesy by 8.15am that day.
3. Students who are absent and whose parents have not emailed will be sent a message by the Attendance Administrator that same day.
4. If a student needs to leave school early a request must be made in writing. This should be shown to the Sixth Form Administrator at least 24 hours in advance of the day.
5. Parents will be contacted by the Sixth Form Tutor or Sixth Form Administrator whenever there is any doubt or concern regarding a student’s absence. Even if notes are received, concerns regarding attendance may be brought to the attention of the Head of Sixth Form.
6. In the case of prolonged or repeated absences due to illness students may be requested to provide a doctor’s letter for confirmation. If the situation continues, please be aware the school may contact parents to discuss the issue.

### Absences in special circumstances -

- Absences must be limited to cases of real illness, and holidays will not be authorised during school time.
- However, it is acknowledged that there may be special circumstances where students may be absent from school. In these circumstances, a request should be put in writing to the Head of Sixth Form/Principal clearly stating the reasons for the proposed absence. The circumstances of your request will be considered, and students will be notified of the response.
- Where the decision is taken to refuse permission, the absence will remain unauthorised should students choose to ignore this.

Absence	Authorised?	Supporting documentation required
Minor ailments (e.g. headache, period pain, stomach ache, fatigue)	No	
Medical issues e.g. doctor, dental, opticians, orthodontist appointments & funerals	Yes	Students to bring a medical card / note written by parents prior to or on first day following absence and submit to Head Of Sixth form or school office
Birthdays or similar celebrations	No	
Awaiting deliveries or maintenance work at home (e.g. boiler fixed) on behalf of parent	No	
Driving test - practical	Yes	Students to email Head of Sixth Form for permission at least one week in advance

Driving Test - Theory exam and lessons	No	
Holidays	No	
University Open Days and Summer Schools	Limited to 2 open days per term, Summer schools at the discretion of the Principal	Students to email Head of Sixth Form for permission at least one week in advance
Other i.e. examinations, job interview, participation in extra curricular activities, rehearsal for events relating to schools etc.	At the discretion of Head of Sixth Form	Students to email Head of Sixth Form for permission at least one week in advance

## **ATTAINMENT/INTERVENTION POLICY**

At BHSA we firmly believe in supporting students to achieve their goals and we know at times they will need support in doing this. Attendance and attainment are closely linked and we will work closely with families with both attendance and intervention.

As a school we will provide a clear intervention framework that all staff and students will follow with calendarised data points to show current progress in relation to targets.

Students not achieving grade D in their summer examination (without exceptional circumstances) will be asked to either re-sit Year 12 or to find a more appropriate setting/course. Students with target grades of D will be expected to achieve a minimum of grade E.

<b>Intervention</b>	<b>Action</b>	<b>Timescale</b>
<p><b>Phase1</b> <b>Discussion with Teacher</b></p>	<p><b>Discussion is a powerful tool in helping students to understand new concepts. Keeping discussion at the heart of your support/intervention will ensure that your students build critical thinking skills, as well as knowledge. Through talking, concepts are explained, ideas are discussed and long-lasting understanding is built.</b></p>	<p><b>Any time a student is identified as needing extra support or direction.</b></p>
<p><b>Phase 2</b> <b>Buddy system/Mentor</b></p>	<p><b>Students will be paired with another student, usually one that is older or of higher ability. The buddy system helps to promote understanding of key concepts/content, better support of coursework, behavioral and social needs,</b></p>	<p><b>Any time a student is identified as needing extra support or direction. This can be an ongoing support strategy for all students.</b></p>

	and can foster a greater engagement in the subject.	
<b>Phase 3 Compulsory sessions</b>	Students will be invited to attend compulsory sessions (if available or sit in Year 12 lessons) if previous intervention hasn't had a positive impact on attainment/effort.	After any assessment point or monthly check in when a student has been identified a 2 or more grades below target or has failed to meet teacher set deadline.
<b>Phase 4 Telephone Parent</b>	Subject teacher or HOF/TIC will contact the parent/guardian if there are concerns over progress and the student hasn't responded positively to previous intervention.	After any assessment point or monthly check in when a student has been identified a 2 or more grades below target.
<b>Phase 5 Subject Support Plan</b>	Subject teacher will introduce and monitor the Subject Support Plan if the student has failed to respond to support/intervention.  More formalised additional lessons for Y13 students to attend Y12 lessons if student has not made progress	After any assessment point or monthly check in when a student has been identified a 2 or more grades below target.
<b>Phase 6 Meeting with Parent</b>	Subject teacher will organise a meeting with parents and student if students continue to underperform or fail to engage with intervention/support strategies implemented by the department	This can happen any time during the academic year if a student has failed to respond to ALL previous departmental intervention and/or has been in serious breach of departmental policy.  A HM/KM should be invited to attend if subject staff feels necessary.
<b>Phase 7 Referral to Sixth Form Team</b>	HOF/TIC will escalate to Head or Deputy Head of 6th Form if ALL previous intervention/support has been implemented and the student has failed to respond	This can happen any time during the academic year if a student has failed to

	<p><b>positively. (Discussion with student/Buddy system/compulsory enrichment/Subject support plan/meeting with parent)</b></p>	<p><b>respond to ALL previous departmental intervention.</b></p>
<p><b>Phase 8 Learning Support Plan</b></p>	<p><b>Sixth Form Team will mentor students through the use of a Learning Support Plan. A weekly meeting will take place once students have discussed strengths/targets with the student.</b></p>	
<p><b>Phase 9 Referral to SLT</b></p>	<p><b>SLT will consider the case. If a student has not engaged in spite of all efforts to support them, they may be asked to find a more appropriate setting/course.</b></p>	