

Attendance and Punctuality Procedure

6th Form

JOHN TAYLOR HIGH SCHOOL



This procedure should be read in conjunction with the JTHS Safeguarding Policy and the JTMAT Attendance Policy.

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Parent in this procedure refers to all adults with parental responsibility and carers.

1. School Attendance Target

The Sixth Forms' Attendance Target for the academic year 2024-25 is 96%.

2. Staff roles

The members of staff responsible for attendance matters at John Taylor High School are:

Senior Leader Responsible for Attendance: Mr A Reynolds

Attendance Intervention Manager (AIM)- Mrs S Hickey

Attendance Officer (AO)- Mrs J Whittaker

Head of 6th Form – Mr W LeGood

3. Contacting Staff

To report an absence please ring: 01283 376751

To request a leave of absence parents /carers are to use online form:

For a day or less: [- John Taylor High School \(schoolzineplus.co.uk\)](http://schoolzineplus.co.uk)

For more than a day: [John Taylor High School eNewsletter \(schoolzineplus.co.uk\)](http://schoolzineplus.co.uk)

To contact Mrs S Hickey, Mr W LeGood or Mr A Reynolds directly please contact main school reception on 01283 247800

4. School day

We expect students to be on site by 8.55am to ensure a prompt arrival at morning registration.

AM Register – 9.00 (Register closes at 9.25am)

PM Register – 12.15pm (Register closes at 12.35pm).

Students signing in after registers have opened but before closing will receive a late mark (L)

Year 12 Students are expected to attend school 8.55-3.40pm each day.

Year 13 Students are expected to attend school 8.55 – 3.40pm each day. At the end of Spring Term this is reviewed, and discussed on a case by case basis to added any flexibility as suitable to attendance for the PM sessions.

5. Student Absences

JTHS has a dedicated telephone line for parents to report reasons for absence.

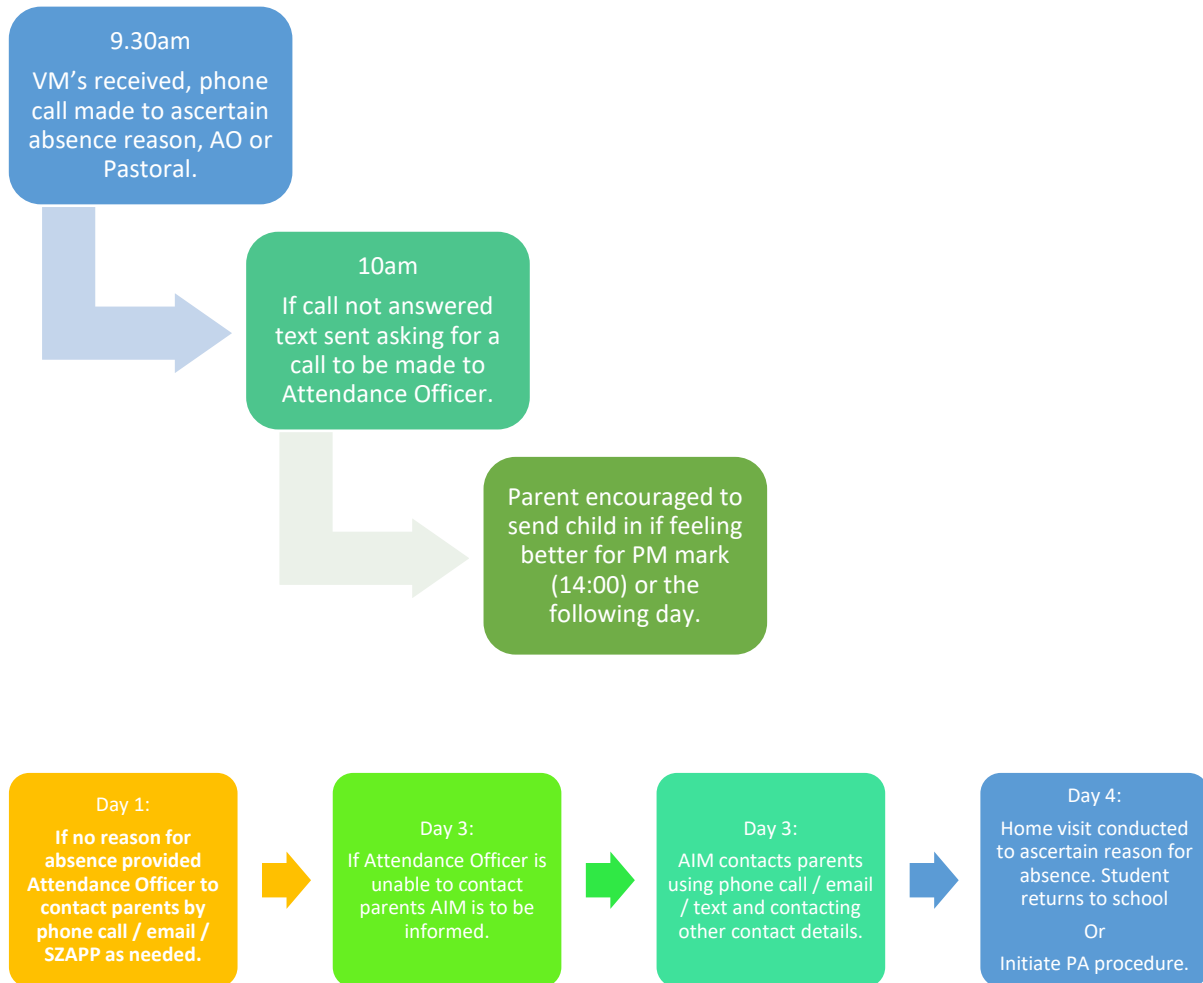
This is: 01283 376751

A telephone call to the absence line, clearly stating your child's name, form, date of absence and reason for absence, is required for each day your child is unable to attend.

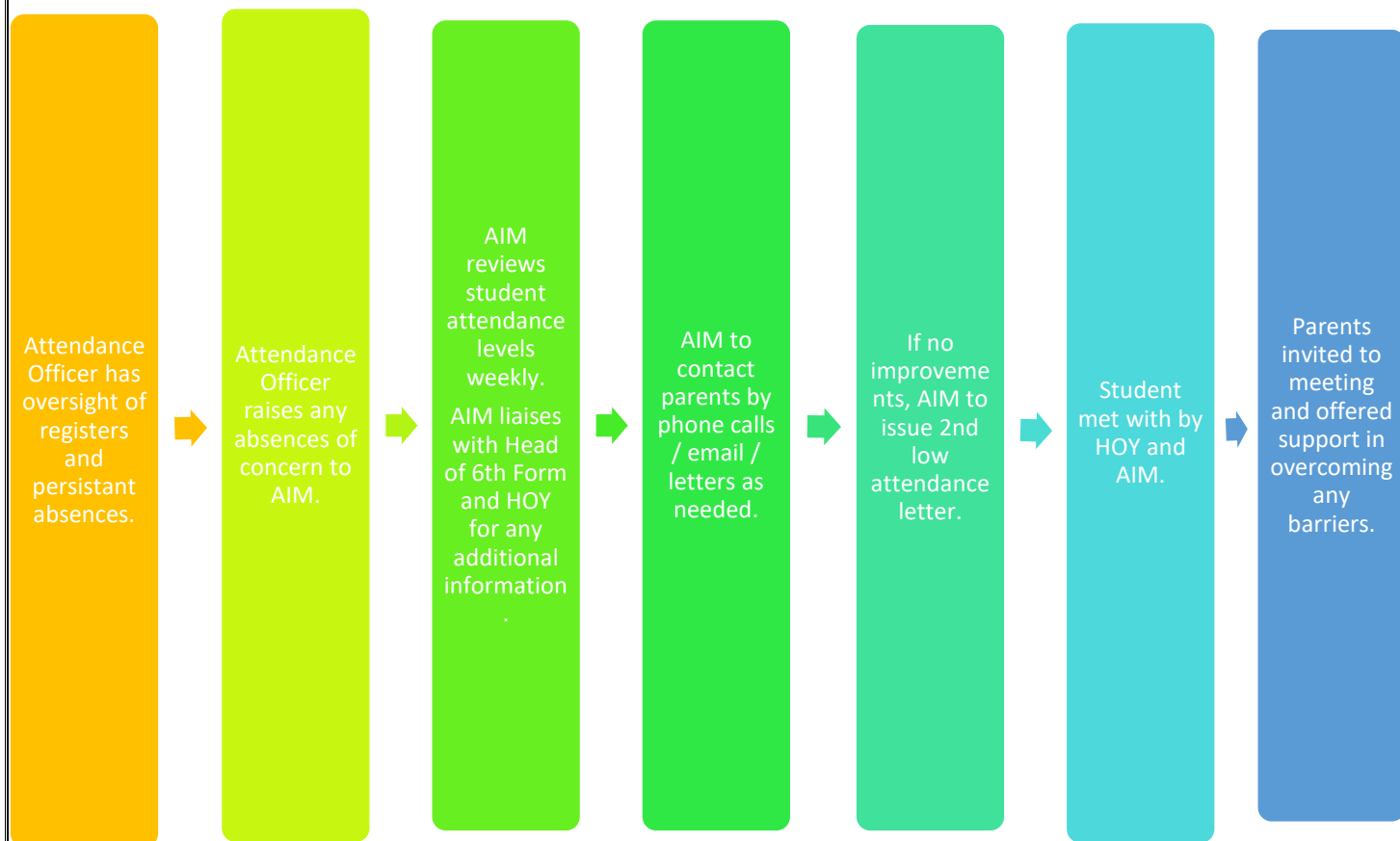
Should a pupil have an appointment during the school day, they are to sign in / out using the 6th Form ipads.

Documentation validating the date and time of the appointment should be provided. Parents are requested to apply for leave of absence: - [John Taylor High School \(schoolzineplus.co.uk\)](http://John Taylor High School (schoolzineplus.co.uk)) any medical appointment. Requests are to be made in advance of the appointment.

6. Internal absence procedures



7. Persistent absence procedure



Persistent Absence:

Attendance Officer

Notify Attendance Intervention Manager of PA students who are absent or where a student has been absent for more than 3 consecutive days.

Ensure parents/carers are contacted for each day of absence if no call is made to the absence line.

Request Medical Evidence for absence period.

Attendance Intervention Manager

Identify barriers to attendance and explore strategies to be put in place.

Refer to external agencies as appropriate.

Regularly meet with the student and parents/carers, home visits conducted as appropriate.

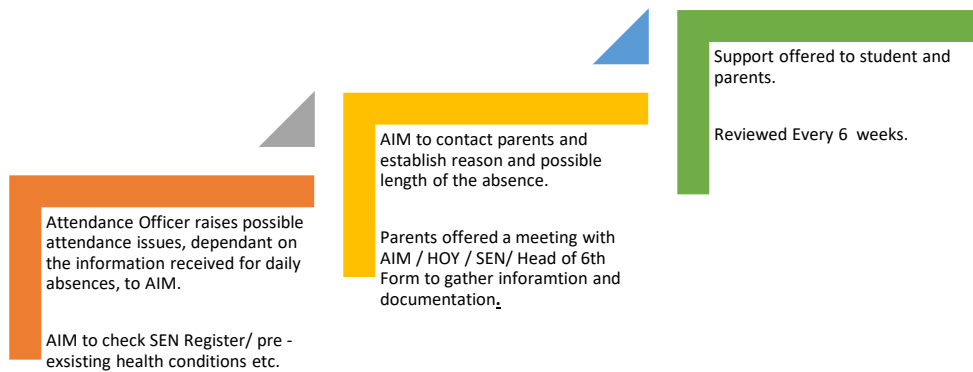
Liaise with SENCo and Head of Year.

SLT i/c Attendance and Head of 6th Form

Have oversight of students who are PA and support strategies in place.

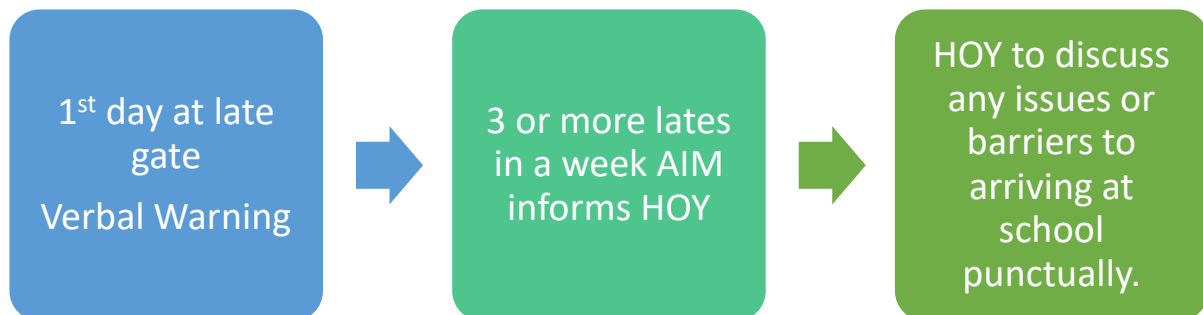
Attend meetings with AIM and parents/carers where appropriate.

8: Long Term Illness Procedure:



9: Punctuality procedures

Late to School



10: Leave of Absence (LOA) Requests:

Attendance Officer

Receive requests for leave of absence (LOA) and passes to Senior Leader for Attendance to be reviewed.

Record absences both authorised and unauthorised accurately on Go4Schools.

SLT i/c Attendance and Head of 6th Form

Review requests for LOA and gather information regarding any extenuating circumstances.

Review and decides whether the LOA request is to be authorised or not.

Notify Attendance Officer of decision and rationale.

11: Attendance Intervention

Attendance Intervention Manager

- Half termly data analysis and three year trend analysis.
- Analyse patterns and trends in relation to specific student groups.
- Targeted support and direct work with PA students, including specific and personalised incentives.
- Work collaboratively with parents to address attendance issues.
- Arrange TAF/ Multi-agency meetings as required.
- Complete home visits where required.

Attendance Officer

- Ensure accuracy of completed registers
- Ensure N Codes are followed up and reasons for absences accurately recorded
- Support with providing data reports as required
- Correspond with Head of 6th Form and parents regarding Leave of Absence requests
- Inform the AIM of any absences which are possible long term absences
- Inform the AIM of any absences of concern.

SLT i/c Attendance and Head of 6th Form

- Overview of strategic action plan linked to attendance priorities agreed with JTMAT.
- Review half termly data and three year trend data.
- Liaise with specific staff in relation to educational provision to support improved attendance.

SENDCo/ Director of Inclusive Education

- Half termly updates provided by the Attendance Intervention Manager.
- Liaison regarding specific SEND students and attendance concerns/ persistent absentees.

Heads of Year

- Half termly updates provided by the Attendance Intervention Manager.
- Liaison with Attendance Intervention Manager regarding specific pastoral support required to overcome attendance barriers.
- Attend parental meetings to support improved attendance as required.