



ATTENDANCE AND PUNCTUALITY PROCEDURE 2024-2025 (updated October 2024)

'Beal Sixth Form aims to encourage excellent levels of attendance and punctuality, with the intention of enabling all students to take full advantage of the educational opportunities available.'

The aim of Sixth Form attendance and punctuality is to improve the overall percentage attendance of students at school to above 95%. This will include lesson and tutor time sessions. Students who fall below 95% attendance will then be placed on the attendance disciplinary ladder. We expect students to arrive punctually to school. Persistent lateness will be dealt with by form tutors and the pastoral team.

1. **Informal Warning – details kept on file (pre-stage 1).** This is issued by the HOY following emerging patterns of lateness to school / missing tutor time. This should be logged on SIMS and parents should receive communication via EduLink.
2. **Report card (stage 1)** – This is issued by the tutor once pre-stage 1 has not led to sustained improvement in attendance and punctuality. A letter will be sent home to parents/carers and students will have to complete a one week report with 95% attendance.
3. **Formal Warning and Report card (stage 2)** – 'Persistent Absences' This is issued by the Deputy Head of Year following lack of impact of stage 1 in terms of their attendance and punctuality. Formal Warning letter will be sent home to parents/carers and students will have to complete a further two-week report with 95% attendance.
4. **Attendance Concern Meeting (stage 3)** - this is organised by the HOY if students at stage 2 do not improve their attendance and punctuality. Parents/carers are invited to attend an 'Attendance Concern Meeting' with pastoral team.
5. **Educational Welfare Officer (EWO – Stage 4)** - Once stage 3 has not had the desired impact on their attendance and punctuality, the HOY liaises with the Director of Sixth Form, who will refer to the EWO. They will arrange a home visit to address attendance concerns and/or write a letter home with possible removal from roll.
6. **Removal from Beal Sixth Form (stage 5)** – Failure to respond to the previous interventions will result in the student's place being withdrawn.

It is the responsibility of the student and parents/carers to ensure that if absences do occur that the correct procedure is followed. Students must ask parents/carers to email on each day of absence to: sixthformabsence@bealhighschool.co.uk/admin@theforestacademy.co.uk. Absences of five consecutive days or more, or where patterns of absence emerge, must be supported by medical evidence.

Leave of absence during term time will not be granted unless there are exceptional circumstances to consider and then only when authorised by the Principal. Progression to Year 13 is dependent upon a minimum attendance of 90%. Once a student's attendance falls below 90%, they become a persistent absentee and no further absences will be authorised without medical or other appropriate evidence. further absences will be authorised without medical or other appropriate evidence.