



# WOODBIDGE HIGH SCHOOL

## SIXTH FORM ATTENDANCE POLICY

2025/26

# ***At Woodbridge Attendance Matters***

Woodbridge High School maintains the highest expectations for achievement and progress in all areas of school life including the Sixth Form. There is significant correlation between good attendance and high attainment and we expect students to attend all sessions, including lessons and pastoral sessions. We do however, understand that there may be occasions when students cannot attend school.

Students are expected to maintain at least 95% attendance. Should attendance fall below this, Sixth Form pastoral team monitoring and interventions will be initiated. Failure to improve attendance to the expected standard could result in an escalation under this policy.

## **Principles:**

- There is a known correlation between student attendance and attainment and it is therefore vitally important that students attend all scheduled sessions
- Both within Woodbridge and nationally, attendance which falls below 95% results in an average reduction of one grade or two grades when it falls below 90%.
- Absence should be rare and exceptional
- Known absence should be reported to the school using the Sixth Form system as early as possible

## **Sixth Form Attendance Procedures**

### **Attendance Expectations**

Sixth Form students are required to attend school for all timetabled lessons and all timetabled additional sessions, such as Preparation, Practice and Retrieval (PPR - private study), tutorials, form periods, enrichment, assembly and morning registration on designated days. Students must arrive on time for all lessons and sessions.

At a particular point during the year, students are given the privilege to leave the site when they do not have sessions or lessons, or to arrive later than the start of the school day if they do not have a timetabled lesson or session in the morning. This privilege can be revoked if students do not attend timetabled sessions or lessons.

Failure to attend timetabled lessons or sessions will result in a sanction such as loss of privileges, detention or suspension.

### **Truancy and Non-Attendance to Timetabled Lessons or Sessions**

Students are expected to maintain at least 95% attendance and to attend all lessons and pastoral sessions as well as their timetabled study sessions (PPR). Missed lessons or study periods may result in escalation on the Sixth Form Pastoral Intervention Protocol below as well as school sanctions.

### **Punctuality**

Students are expected to arrive by 08:40 on Mondays, Tuesdays and Thursdays and must arrive on time to all pastoral sessions and lessons. On Wednesdays and Fridays most students will have 'late starts' and will need to start their day at the first lesson start time. For some students these 'late starts' may be removed in line with the pastoral intervention protocol below where we feel attendance and/or punctuality is a concern. If punctuality continues to be an issue, students may be escalated through the pastoral intervention protocol.

## **Signing In and Out**

Students are issued with student ID cards and lanyards at the start of the academic year. Students are expected to sign in and out of school each day by tapping their ID card on the reader located at the school entrance.

Signing in and out is an important aspect of our attendance and safeguarding procedures in the Sixth Form as Year 12 and 13 students are not always in timetabled sessions and may arrive and leave at different times during the school day, depending on their level of privileges. Students must also sign in and out when they leave during the school day and later return.

In timetabled lessons and sessions, students should check that the teacher completes the register and registers them as present. In PPR students must ensure they register with the supervisor at the start of their session.

Failure to sign in or out when entering or leaving the site is a safeguarding and attendance concern and may result in a sanction, such as removal of privileges, detention or suspension.

## **Absence:**

Parents / carers are asked to use the Sixth Form Absence reporting form by 8.30am on the first day of absence and use this form on each subsequent day of absence. This is located on the school Firefly here - <https://woodbridgehigh.fireflycloud.net/report-6th-form-student-absence>. This form should only be used by parents/carers and not students themselves.

Students should return to school as soon as they are well enough or able to return. Should a student's attendance become a cause for concern we may request medical evidence in order for the absence to be authorised.

Should parents not advise the school of the reasons for their child's absence or fail to respond to a telephone message/email or text asking parents to contact the school. As a default we will code the absence as unauthorised until provided with new information.

If a student is ill during the school day they should report to the Sixth Form Team, where they will be seen by a designated member of staff. A decision will then be taken by the Sixth Form Pastoral Team whether or not to contact parents. A student must not go home without permission as this is a safeguarding concern.

## **Authorised Absence**

Absences can be authorised by the school. They will be authorised when school has received notification from parents/carers and is satisfied that absence is justified – this might be for reasons such as sickness or medical/dental appointments.

Although we look at each situation in context, the non-exhaustive table below shows some common reasons for absence that would be authorised or not authorised:

<b>Authorised</b>	<b>Not Authorised:</b>
<ul style="list-style-type: none"><li>• Medical/hospital/dental appointment unable to be organised outside school time supported by an appointment card or letter</li><li>• University interviews supported with a letter or other evidence</li><li>• Interviews with proof</li></ul>	<ul style="list-style-type: none"><li>• Driving lessons</li><li>• Holidays taken during term time</li><li>• Part-time job, including training associated with part-time job, which is not part of the student's course programme</li><li>• Non-emergency appointments</li></ul>

<ul style="list-style-type: none"> <li>• Bereavement/funeral of family or close friend</li> <li>• Work Experience arranged or agreed by school</li> <li>• Court appearance or probation meeting</li> <li>• Representing school/county/country at sport or other extra-curricular activity</li> <li>• School planned or authorised trips</li> <li>• Sitting external examinations</li> <li>• Driving test</li> <li>• Genuine disruption to the student's mode of transport with supporting evidence</li> <li>• Infrequent/emergency care required for a member of the family or other person for whom the student has caring responsibilities</li> <li>• Religious holiday</li> <li>• National Union of Students official business</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeping in or missing train/bus</li> <li>• Family excursions, leisure activities, birthdays etc.</li> <li>• Minor aches and pains</li> <li>• Working at home so missed a pastoral session</li> <li>• Frequent care for sibling/relative, unless alternative arrangements made for continuing curriculum</li> <li>• Music festivals</li> </ul>
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**Off-site Learning & Experiences:**

At Woodbridge Sixth Form we value high-quality work experience as a part of preparing students for the future, where this is a planned and structured opportunity and fits in with their overall study programme. It helps develop independence, employability skills, and insight into potential career paths. However, it is essential that any time spent away from school is balanced with strong academic performance and consistently high attendance to ensure that the fundamental goals of students' time in the Sixth Form are being met before additional opportunities are undertaken.

**Eligibility for Work Experience Approval**

Decisions will be made on a case-by-case basis by the Sixth Form team as to whether to grant approval for a work experience placement, however; it is fundamental that students are in a good position in terms of their academic performance and attendance before additional opportunities such as work experience placements are pursued during the school day. Opportunities for work experience outside of this time are encouraged as long as they support rather than hinder academic performance. General criteria for students for work experience placement approval during the school day as well as a list of opportunities can be found in appendix B.

## Appendix A: Pastoral Intervention Protocol

Woodbridge High School wants the very best for every student in terms of their wellbeing, attendance and academic progress and we know, from experience and research, that these things work closely hand-in-hand to determine a student's level of success. Attendance is particularly important and has been shown to have a clear link to levels of attainment.

In some circumstances, students, for varying reasons, do not meet the standards we expect in the Sixth Form in terms of attendance and in these situations the school's Pastoral Intervention Policy may be implemented. If students do not pass a stage of intervention they may be escalated onto the next stage. Similarly, if students improve they may be deescalated.

<u>Level of Intervention:</u>	<u>Actions that may be taken:</u>
<b>Level 1: Initial Concerns</b>	<ul style="list-style-type: none"> <li>- Form tutors may contact home</li> <li>- Students may be placed on a report</li> <li>- There may be initial sanctions implemented</li> </ul>
<b>Level 2: Loss of Late Starts</b>	<ul style="list-style-type: none"> <li>- Students may lose their Wednesday and Friday late starts for a period of time until improvement is seen and will need to register on these days with their Year Coordinator</li> <li>- It is likely that there will be a form tutor report</li> </ul>
<b>Level 3: Year Coordinator Report</b>	<ul style="list-style-type: none"> <li>- Students will continue to not have late starts</li> <li>- A parent meeting may be held to discuss a plan of action</li> <li>- A Year Coordinator report will likely be implemented</li> </ul>
<b>Level 4: Loss of Privileges</b>	<ul style="list-style-type: none"> <li>- Students will register with the Head of Sixth Form or Deputy Head of Sixth Form every day</li> <li>- Students are not allowed to leave the school site during the day</li> <li>- A parent meeting may be held with the Year Coordinator, Head/Deputy Head of Sixth Form</li> <li>- Free periods may be removed</li> <li>- Further student privileges may be removed</li> </ul>
<b>Level 5: Head/Deputy Head of Sixth Form Pastoral Improvement Plan</b>	<ul style="list-style-type: none"> <li>- The student will go on a pastoral improvement plan and will report to the Head/Deputy Head of Sixth Form routinely. This will include clear targets for improvement with timelines</li> <li>- Our family liaison team may conduct a home visit</li> <li>- The students and parents will be warned at this stage of possible Stage 6 actions that could be taken by the Assistant Headteacher.</li> </ul>
<b>Level 6: Assistant Headteacher to chair Attendance Review Panel</b>	<ul style="list-style-type: none"> <li>- The Assistant Headteacher for Key Stage 5 will chair an attendance panel to review the case which will likely include members of the Sixth Form Pastoral Team as well as representatives from the school Family Liaison Team.</li> <li>- The attendance of parents/carers and the individual student is expected at the panel</li> <li>- After hearing all evidence, the Assistant Headteacher will then decide on actions which could include:               <ul style="list-style-type: none"> <li>o Students being required to pay for exam entries</li> <li>o A consideration of the viability of entering students for exams</li> <li>o A consideration of the appropriateness of the student's place in the Sixth Form</li> <li>o Referral to the Headteacher to consider the use of sanctions such as suspension or permanent exclusion.</li> </ul> </li> </ul>

## Appendix B: Off-site learning & Experiences

General criteria for approval and information for students and parents/carers:

1. **Attendance:** Students must maintain at least 95% attendance to all lessons and pastoral sessions. This will be calculated from the start of the academic year up to the point of application. Attendance to school is integral part of academic achievement and something which Woodbridge Sixth Form place high emphasis upon
2. **Academic Performance:** We expect students to be doing everything they can to meet or exceed their minimum expected grade (target grade) during their time at Sixth Form. We know that these results are the most important factor future universities and employers take into account when making offers and should therefore be given upmost priority. As a general rule, students who are severely underperforming academically should prioritise time in school and will normally not be granted time for placements during the school day as this takes time away from learning in the classroom.

In the broadest terms, underperformance such as this would entail students being:

- Below their minimum expected grade in more than one subject
  - Below their minimum expected grade in one subject but by more than one grade
3. **Behaviour and Conduct:** Woodbridge Sixth Form believes in its students to demonstrate its values at all times whether this is within school or outside. The school needs confidence in how students will represent the institution when not at school. It is therefore reasonable that behaviour incidents are taken into account when deciding on placements. Students should have no recent serious behaviour incidents on record and must consistently demonstrate a professional and mature attitude in school.
  4. **Placement Timing and Limits:** Work experience should not exceed a total of 5 days over the two academic years of a student's courses. This is to ensure minimal academic disruption. Leave will also not be granted where key teaching and assessment periods would be negatively impacted.
  5. **Safeguarding and Due Diligence:** While we will make every effort to support students in finding and preparing for suitable work experience, where students/parents/carers have sourced placements then parents and carers should take responsibility for safety at external placement providers.

We will:

- Seek safeguarding information from the employer where possible.
- Brief students on how to stay safe and how to raise concerns.
- Provide general guidance about professional conduct and safeguarding awareness.

However, parents and students are expected to conduct their own due diligence before confirming any placement. This includes ensuring the workplace:

- Has clear health and safety policies.
- Has appropriate adult supervision at all times.
- Has a named point of contact/supervisor responsible for the student during the placement.
- Has an appropriate safeguarding policy, or can confirm awareness of safeguarding responsibilities for under-18s.
- Can guarantee a safe and respectful working environment.

Where these basic checks cannot be confirmed, the placement may not be authorised.

6. **Application Process:** Students must complete the Work Experience Request Form via Firefly at least 4 weeks before the proposed placement. The request will be reviewed by the Head of Sixth Form, pastoral team, and/or Leadership Group. Students will receive a formal decision via Firefly. Approval is not automatic and is based on the criteria outlined above.

7. **Ensuring academic progress is maintained at a high level:** It is the responsibility of students and parents/carers to ensure that any lessons or work that is missed by attendance to placements is caught up to ensure that academic progress is not hindered. It may sometimes be the case that approval for a placement is given but with certain conditions such as a time period of additional timetabled study sessions implemented on the student's timetable to ensure the student still achieves highly.
8. **Unauthorised Work Experience:** Any work experience taken without prior approval will be marked as unauthorised absence and may result in further action.

**Reviewer: Mr Portnoi (Assistant Headteacher)**

**Approval: Approved by C&S Committee on 4<sup>th</sup> November 2025**

**Date of Next Review: Autumn 2026**