



Jersey College for Girls

Sixth Form Attendance Policy

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Principles:

High levels of attendance and excellent punctuality are both characteristics of students who achieve above or in-line with their potential. Research shows poor attendance and punctuality has a serious detrimental effect on outcomes. Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%.

Aims / Objectives

- To improve student attendance and punctuality and encourage students and parents to realise the importance of good attendance and punctuality.
- To reduce to zero the number of sixth form students whose attendance at college drops below 90%.
- To ensure that the proper maintenance of registers and the submission of attendance data, are met.
- To allow effective use of attendance data in the College.
- To give clear guidance on expectations and procedures regarding attendance and punctuality and the taking of registers to all stakeholders.

Expectations

- Students are expected to attend all timetabled lessons (including enrichment lessons), Form periods, assemblies and House sessions as part of their contract of attendance.
- It is an expectation that all Sixth Form students maintain a cumulative rate of attendance at 95% or above. The minimum level of attendance is 90% however in order to make adequate progress we expect the majority of students to achieve 95 % or above attendance.
- Sixth Form students are expected to attend fully during the college day from 8.30am to 3.30pm. Home Study is permitted for Year 13 students only and they may leave school at 2.30 if they do not have a lesson Period 5. Year 13 students may also go off site during the lunch period.
- Students are expected to use their study periods to work independently either in Sixth Form Centre, the Library, or in departmental areas with the agreement of the Head of Faculty.

Procedures

Students should be encouraged to take responsibility for:

- Ensuring their own full attendance
- Being present at all lessons, Form periods, assemblies and House meetings
- Being punctual to all lessons, Form periods, assemblies and House meetings
- Signing in at the Office if they are in school but do not have a lesson period 1
- Signing in at the Office if they should be in a lesson but their teacher is absent.
- Seeking permission from the Head of Sixth Form in order to leave the premises between 8.30 and 3.30 (Y12)/between 8.30 and 2.30 (Y13) and signing out at the Office if they leave the premises (Y13 do not need permission to leave the site at lunchtime)
- Signing out at the Office if they leave the premises after 2.30 (home study) – Y13 only
- Maintaining a record of their own attendance in their planner
- Giving all of their teachers notice and seeking work for any planned absence
- Asking their teachers for missed work and catching up after any absence
- Ensuring that their parents communicate with the office should they be unable to attend
- Signing out for off-site Friday Enrichment placements
- Signing in at the Office before going straight to Lesson 1 if they arrive late, where the teacher will record their late arrival

Parents have responsibility for:

- Encouraging their daughter to achieve full attendance and arrive at school punctually (as per the Sixth Form Home School Agreement) (Appendix 1)
- Arranging family holidays during the school holidays in order to avoid absence
- Seeking permission in writing from the Principal well in advance (at least 7 days) for any planned absence – could this be amended as LMS usually gives permission for short absences for uni visits, etc and Carl for longer absences?
- Trying, wherever possible, to make medical (or similar) appointments for their daughters outside school time. If appointments are absolutely necessary, ensuring that an email or letter requesting absence is submitted to the Head of Sixth Form in advance.
- Monitoring their daughter's attendance and checking attendance in their daughter's planner
- Negotiating an appropriate plan with the College in the event of long-term absence.
- Immediately informing the College by telephone, note or email if their daughter is unable to attend school and give a reason.

Subject Teachers have responsibility for:

- Being aware of their legal obligation to complete accurate registers (See Appendix 2)
- Keeping a head count of all students in class so that in the event of a fire drill or alarm, teacher knows how many students should be at assembly point
- Completing a registration for each lesson and submitting it on eportal employing the codes specified in Appendix 3
- Ensuring that registration for lesson 1 (which also acts as morning roll call) is complete by 8.45am
- Registering students late on the register if they arrive during lesson 1 after register has been taken, **checking that they have first signed in at the Office**
- Ensuring that registration for lesson 5 is completed by 2.45pm
- Submitting register immediately should you receive a reminder from Office staff
- Contacting the Office as soon as possible should a student be absent from a lesson (other than lesson 1) without explanation
- Ensuring lessons are sufficiently stimulating and useful from the moment they start in order to promote punctuality and attendance
- Promoting good attendance within their lessons

- Monitoring attendance in their lessons and referring any concerns regarding attendance or punctuality to their Subject Leader and the student's tutor
- Dealing with individual students regarding punctuality to their lessons
- Assisting students to keep up-to-date with work should they need to miss or have missed lessons

Subject Leaders have responsibility for:

- Monitoring attendance in their department
- Checking if there are any patterns of attendance or punctuality which relate to their subject or a particular subject teacher specifically (e.g. a student who is frequently absent for the same lesson each week)
- Supporting subject teachers with any issues related to attendance and punctuality
- Informing Office Manager of any visits or activities which might require registers to be completed by the office
- Informing a student's tutor regarding any concerns relating to attendance or punctuality in the department

Tutors have responsibility for:

- Promoting good attendance and punctuality amongst their tutees
- Monitoring the attendance and punctuality of students in their tutor group
- Discussing attendance and punctuality in academic mentoring sessions either to praise or promote improvement and link with academic achievement
- Liaising with subject teachers, subject leaders and Head of Sixth Form regarding a student's attendance and punctuality
- Contacting parents, in the first instance, should there be any concerns regarding a student's attendance and punctuality
- Informing the office of any communication from parents regarding absence of a student
- Completing afternoon roll call registration on all days using the procedures in place (including assembly day and House day)
- Providing a tutor time that is engaging and purposeful so that students consider it important to attend

The Head of Sixth Form/Assistant to the Head of Sixth Form have responsibility for:

- Checking Sixth Form weekly reports of students with absent codes N or U and following up on individual cases as appropriate
- Communicating to parents when there are concerns about attendance / punctuality
- Setting up a meeting with parents and student if this action is considered necessary
- Liaising with parents and negotiating a plan in the event of long-term absence
- Discussing concerns with Assistant Head teacher Student Progress in weekly meeting and contacting parents, using standard letter or as appropriate
- Supporting tutors and subject teachers in ensuring that students attend lessons and arrive punctually
- Informing staff in briefings of actions and students to monitor in relation to attendance and punctuality

Office Manager has responsibility for:

- Ensuring that morning roll call is complete by 8.45am
- Providing a daily sign-in list for Sixth Formers who do not have a timetabled lesson during period 1 each day
- Updating the roll call for Sixth Formers who do not have a timetabled lesson during period 1
- Completing roll calls with appropriate codes (see Appendix 2) should a student be absent
- Liaising with Subject Leaders regarding any visits or activities that may require the office to complete registers
- Liaising with the Examinations Officer regarding students who are involved in examinations and completing registers as appropriate
- Checking that lesson by lesson registers are completed by all staff

- Sending reminders to staff when lesson by lesson registers have not been submitted by the next morning
- Informing Assistant Head teacher Student Progress if any members of staff persistently fail to submit registers
- Collating accurate attendance statistics for the Head of Sixth Form on a daily and weekly basis
- Collating accurate attendance statistics for Assistant Head teacher Student Progress when required

Assistant Head teacher Student Progress has responsibility for:

- Communicating and promoting the importance of good attendance and its link with good academic progress throughout the school
- Supporting the Head of Sixth Form in ensuring that good attendance and punctuality is promoted throughout the sixth form
- Meeting with the Head of Sixth Form in order to monitor their analysis of attendance and discuss any concerns
- Directing staff who persistently fail to submit registers or submit inaccurate registers and referring these cases to the Principal should there be no improvement
- Communicating serious concerns relating to student attendance to Vice Principal and Principal
- Monitoring the attendance statistics provided by the Office Manager
- Providing statistics to Principal as required

Principal has responsibility for:

- Authorising or not authorising, at his discretion, any requests for absence.
- Monitoring attendance in the school
- Reporting attendance statistics to Governors

Consequences of poor attendance/punctuality

1. Student will be spoken to by form tutor/subject teacher (Head of Sixth Form informed)
2. Subject teacher/form tutor will call parents (Head of Sixth Form informed and parental contact form completed on CMIS)
3. Student will be spoken to by Head of Sixth Form
4. Head of Sixth Form will call parents
5. Head of Sixth Form will write to parents
6. Head of Sixth Form will invite parents in for a meeting and student will be placed on a Sixth Form Contract and will have permission to go offsite withdrawn
7. Principal will invite parents in for a meeting in which a final warning will be given
8. If no improvement student's place at JCG may be jeopardised

Relationship to other policies

External Policies : Data Protection

Internal Policies : Tracking
 Academic mentoring
 Improving Behaviour

Appendix 1 – Sixth Form Home School Agreement

Sixth Form Home-School Agreement

Jersey College for Girls is a selective fee paying provided school within the provision of the States of Jersey's Education, Sport and Culture Department. JCG offers a broad and balanced education for girls between the ages of 11 and 18. We aim to provide our students with opportunities and experiences to enable them to understand and believe in themselves, to help them to fulfil their potential and to make a significant and positive contribution to the world in which they live. We value the abilities of all our students in whichever field they lie, be they academic, creative or sporting and we will support and encourage each individual to find and develop her own personal talents. Within our JCG family of students, parents, staff, governors and old girls we are committed to maintaining high standards of education in an environment in which care and respect for others, a passion for learning and the pursuit of excellence can thrive.

Parents/Guardians

As parents/guardians we are committed to:

- Ensuring that our daughter attends school regularly and punctually during the term-time, aiming for a cumulative rate of attendance of 95%.
We will notify the school by phoning in before 9.00am if our daughter is unable to attend school for any reason.
We will keep absences for other reasons e.g. to attend medical appointments to a minimum and send in a note or email to the Head of Sixth Form in advance of the appointment.
We acknowledge that we should not take our daughter out of school during term-time; to do so would be of detriment to our daughter's future attainment. Leave of absence for such occasions must be requested a minimum of 7 days in advance and is awarded at the Principal's discretion.
- Supporting the College's Improving Behaviour Policy which is available on the College's website.
- Supporting the College's Homework Policy and doing our best to see that our daughter completes the homework set by the College to the best of her ability.
- Supporting the College's Sixth Form dress code by ensuring that our daughter attends school dressed appropriately.
- Notifying the College of any issues or concerns which might affect our daughter's progress.
- Recognising the requirement to pay the fees as determined by the governing body by the first day of each term and to give at least one term's notice of our daughter leaving the College in advance and in writing to the Principal and acknowledging that failure to do so will result in being liable to pay a term's fees in lieu of notice.
- Attending Parents' Evenings and other meetings at the College to discuss our daughter's progress.
- Taking an active interest in our daughter's education and her life at the College.
- Notifying the College of any changes to our contact details.

Signed:Parent / Guardian

Signed:Parent / Guardian

Students

As a student I am committed to:

- Pursuing every opportunity to learn, contribute, be involved and realise my full potential.
- Attending school regularly and punctually, and attaining a cumulative attendance rate of 95%.
- Ensuring that my attendance records are correct by signing in/out at the sixth form centre during study periods, if I arrive late or if I have to leave school to attend a medical or other appointment.
- Attending lessons promptly and with the right equipment.
- Developing my scholarly approach to learning through the completion of 5 hours of additional study per subject outside of lessons

- Completing my class work and homework promptly and to the best of my ability.
- Adhering to the College's Sixth Form dress code.
- Treating others with care and respect and adhering to the College's Code of Conduct and the guidelines laid down in the College's Improving Behaviour and Counter Bullying policies both in school and when on trips and visits both on and off island.
- Respecting my learning environment by treating equipment and books with care and by not dropping litter or deliberately damaging College equipment or property.
- Recognising that I am a role model for younger students and an ambassador for the College; I will therefore behave appropriately at all times.
- At all times striving to live up to the Values of the College.

Signed:Student

The College

As a College we are committed to:

- Providing students with a safe and stimulating learning environment.
- Providing students with a broad and balanced curriculum.
- Doing our best to ensure that each student realises her potential.
- Keeping parents informed about school matters through regular Parent Briefings, information published on the school website and letters, including assisting the governing body to fulfil its responsibility to notify parents a term in advance of any fee increases.
- Providing parents with regular written reports on their daughter's progress as well as appropriate opportunities to discuss their daughter's progress face to face with her teachers.
- Making every effort to deal promptly and sensitively with issues causing parents and students concern whether raised informally or formally using the College's complaints procedure.
- Responding to Child Protection or Safeguarding issues as outlined in our policy which is available on the College's website.
- At all times striving to enable our students and staff to fulfil the Values of the College

Signed:

Principal

Appendix 2 – ESC Policies and Legal requirements

Extract from Fire Advice issued by Jeremy Harris and Roy Bedson, ESC Policy in relation to Fire Safety.

- In addition to School Secretary keeping up-to-date registers in the School Office, all class teachers should be responsible for keeping a head count of all students, so that in the event of a fire drill or alarm, all teachers know how many students should be at the assembly point and this head count can be compared with the School Secretary's records
- There should also be another person allocated to obtain the records if the School Secretary is temporarily unavailable for any reason
- Schools may have their own procedures for maintaining a written register (e.g. keeping an up-to-date printout of names with the School Secretary)

Appendix 3 – Registration guidance and codes

Unless an alternative symbol has been entered by the office and you follow it, please only use the symbols as per below. Please don't worry about the 'P', 'V' etc. on the eportal screen.

Period 1 8.30am

Scenario	Action
Student is present	/
Student is absent and office have pre-entered a symbol	Enter the same symbol as that entered by office.
Student is absent	N
Student arrives late	Check student has signed in at the office Amend register to L.
Student has music/exam/sport/ other activity in school but no symbol entered by office	Unless you are certain please enter 'N' If you know the student has music/exam/sport/ other activity that is in school as you have spoken to them or seen a list to say they are involved please enter a 'Q'.
Student arrives from activity that took place in school during the lesson.	Check that they signed in. If not, send to office to do so.

Period 2 onwards

Scenario	Action
Student is present	/
Student is absent and office have pre-entered a symbol	Enter the same symbol as that entered previously by office.
Student is absent	N *Get message to the office*
Student arrives late	L (ensure student has signed in at the office)
You know the student has music/exam/sport/ other activity that is in school as you have spoken to them or seen a list to say they are involved.	Q

Attendance codes

/	Present
O	Unauthorised absence
L	Late
B	Educated off-site
C	Other authorised
D	Dual Registration
G	Family Holiday (not agreed)
H	Approved holiday
I	Illness
M	Medical Appointment
P	Sport
R	Religious observance
S	Study leave
U	Late - 30 minutes after register
V	Visit/trip
W	Work experience
F	Extended Family Holiday
J	Interview
N	No Reason yet provided
T	Traveller Absence
Q	Not required to attend

Present	/	Use this if the student is in your lesson and on time
Unauthorised absence	O	Do not use this
Late	L	Use this if a student arrives for a lesson late; if you have already marked student as 'N' please amend to an 'L' when they arrive
Educated off-site	B	Only use if code has been pre-entered by office
Other authorised	C	Only use if code has been pre-entered by office (this usually means that the student is authorised to not be in school for some reason)
Dual Registration	D	Only use if code has been pre-entered by office
Family Holiday (not agreed)	G	Only use if code has been pre-entered by office
Approved holiday	H	Only use if code has been pre-entered by office
Illness	I	Only use if code has been pre-entered by office
Medical Appointment	M	Only use if code has been pre-entered by office
Sport	P	Only use if code has been pre-entered by office
Religious observance	R	Only use if code has been pre-entered by office
Study leave	S	Only use if code has been pre-entered by office
Late - 30 minutes after register	U	You should not have to enter this one
Visit/trip	V	Only use if code has been pre-entered by office
Work experience	W	Only use if code has been pre-entered by office
Extended Family Holiday	F	Only use if code has been pre-entered by office
Interview	J	Only use if code has been pre-entered by office
No Reason yet provided	N	You should use this one when a student is not present in your lesson and no code has previously been entered by the office. If it is not first lesson, you should contact the office to see if they know where the student is.
Traveller Absence	T	Only use if code has been pre-entered by office
Not required to attend	Q	Present in school but not in your lesson for a legitimate reason (e.g. sitting an exam).

The main codes you should use are / or N for first lesson in the day. In subsequent lessons, the office should have already given a code (e.g I /S/M etc.). You should continue with this code for your lesson.

Appendix 3

Procedure in the event of a Sixth Form teacher being absent (planned or unplanned)

- Students register at the office before going to usual classroom to collect the cover work. They may then either stay in classrooms or go to study areas to work.
- If cover work has been given to students prior to the lesson in the event of planned absence students should sign in at the office and go to work in study areas.

Appendix 4

Procedure for Monitoring of Sixth Form Attendance

Teachers will:

- Enter any student not present as an N
- Email the office for each N entered after lesson 1 jcg-office@jcg.sch.je
- **Please do not email for absent students during lesson 1**
- Amend register to L if student arrives late at any point during period 1 **and ensure that student has signed in**

The Office will:

- Provide sign in lists for Sixth Form lessons where the teacher is absent and enter these registers
- Provide a sign in sheet for those students who have a study period lesson 1. This will be in the Sixth Form folder in the Office and students should sign when they arrive. These lists will be kept in the Office for that day then passed to LMS / DC for monitoring purposes
- Run an Ns report at 8.45 for lesson 1 and follow up on students who have been marked as N; if following up after 8.45 office staff should check the sign in book in case student has arrived late and signed in before they try calling home
If a student arrives late, after 8.45 they should sign in at the office and go to their lesson where the teacher will mark them as 'L'
- Follow up on Ns for lessons 2-5 where teachers email the office to say that a student is absent
- Provide a sign out sheet for Y13 students on study during lesson 5 each day; students who choose to go home at 2.30 must sign out on this list
- Produce a daily Ns report to send to LMS / ESF at the end of each day (NB MM to cross reference period 1 N report with a.m. roll call to check for discrepancies)
- (MM) produce a weekly Ns report for LMS (to forward to tutors) / ESF

LMS will:

- Follow up tutors who have several students marked as an N for form time; this may not be followed up on the day but the next day
- Spend some time each day looking at the Ns report and following up on students who have a pattern of Ns / a growing or concerning number of Ns

ESF / SLT will:

- Follow up on staff registers for lesson 1 and previous days' incomplete registers for all lessons not completed each day at 8.45
- Upon receipt of the Ns report from MM each day ESF will follow up on staff who have entered Ns without following up with an email to the office

Friday sixth form enrichment teachers will:

- Monitor attendance of enrichment activities on Friday afternoons and ensure that Ns are followed up
- If there is a pattern or persistent absentees, enrichment teachers refer these to DH
- This is then referred to PM if there is no improvement