

Attendance and Conduct

At BCCS Sixth Form, we expect **100% attendance** when students are in good health. This applies to all scheduled sessions: lessons, tutor time, advice and guidance sessions and supervised study. **Students are expected to be punctual and arrive on-time to all lessons.**

Research has shown that Sixth Form students with an attendance of 95% achieve on average **one grade higher** than students with an attendance of 85%. Therefore, a high level of attendance is crucial if students are to achieve.

To help support excellent student attendance, we use the following stages:

Attendance Figure	Stage	Process
95% - 100%	Expected and excellent	Keep up the excellent attendance!
90-95%	Attendance Alert	Your tutor will contact you and Sayeed, Hamshahparent/carer
85-90%	Stage 1 attendance concern	Head of Year will contact you and parent/carer and make a plan for improving attendance
80-85%	Stage 2 attendance concern	Deputy Head of Sixth Form will send a letter to you and parent/carer and arrange a meeting
80% and lower	Stage 3 attendance concern	Head of Sixth Form will send a letter to you and parent/carer and arrange a meeting

If attendance over the year is below 90% in Year 12, students may not be able to progress to Year 13. Similarly, if attendance falls below 90% in Year 13, students may not be entered for their examinations.

Students will:
<ul style="list-style-type: none"> Take responsibility for their performance by maintaining high levels of attendance and punctuality.
<ul style="list-style-type: none"> Follow Sixth Form procedures for attendance and punctuality.
<ul style="list-style-type: none"> Attend all scheduled lessons, tutor periods, assemblies, supervised study lessons and advice and guidance sessions.
<ul style="list-style-type: none"> Contact their teachers to catch up on any missed work (in advance of the lesson where

absences are authorised).

- Seek to maintain an attendance level of 100%

Parents/Carers will:

- Fully support the Sixth Form Attendance Policy.
- Notify the school of any absences, preferably by email to post16@bristolcathedral.org.uk by 8am of the day of absence at the very latest
- Make contact with the school around any issues that might affect attendance and attend any meetings to support improving attendance and punctuality.
- Support their son/daughter so that they meet attendance expectations.

The Sixth Form Team will:

- Monitor attendance and punctuality closely.
- Ensure the importance of good attendance is communicated to students.
- Liaise regularly with the Attendance Officer - parents will be contacted by text or email if students are registered as absent from school or lessons without authorisation.
- Communicate regularly with parents where attendance is a concern.
- Implement the Attendance Policy.

Absences

Students must attend all lessons unless they are unwell and so cannot attend school. If a student is absent for any reason it must be reported by 8am of the day of absence to post16@bristolcathedral.org.uk . If a student is feeling unwell or needs to leave school before the end of their school day, they must come and sign out with the Sixth Form team, who will inform parents/carers that they are leaving the site and the reason.

Authorised Absences

The school's Attendance Officer and the Head of Year must be informed by parents, in writing, in advance of any planned absences. Absences will only be authorised in exceptional circumstances. Some of those which may be considered are listed below, however, this is at the discretion of the Headteacher.

Absences can be authorised for the following reasons:

- Family bereavement
- Medical/Dental appointments (please endeavour to make these outside of school time

where possible)
<ul style="list-style-type: none"> • University Open Days and Post 18 interviews (these are recorded as visits and are recorded as present at an approved educational activity)
<ul style="list-style-type: none"> • Religious celebrations and observances

Unauthorised Absences

In the event of an unplanned absence, parents/carers should email post16@bristolcathedral.org.uk or, if necessary, call 0117 353 5000.

When students are marked as absent when the register was taken and no reason is known for the absence, the attendance team will text parents to raise their concerns and enquire as to the reason for the absence. If no sufficient reason is given, the matter will be passed onto the Sixth Form Leadership for further action.

The following reasons for absence will not be authorised (the list is not exhaustive):

<ul style="list-style-type: none"> • Driving lessons
<ul style="list-style-type: none"> • Studying at home
<ul style="list-style-type: none"> • Holidays
<ul style="list-style-type: none"> • Day trips
<ul style="list-style-type: none"> • Looking after siblings
<ul style="list-style-type: none"> • Illnesses without medical documentation or parental/carer confirmation
<ul style="list-style-type: none"> • Too many deadlines to attend the lesson
<ul style="list-style-type: none"> • Work commitments

Catching up on missed work

It is the student's responsibility to contact their teachers and catch up on any missed work. All work will be posted onto Google Classroom so students can access it and catch up. It is an expectation that all work will be completed in a timely manner.

High expectations lead to positive outcomes

If students attend school everyday and are consistently punctual and organised then they are destined for success. The Sixth Form Team monitors the three Ps: Punctuality, Professionalism and Progress. We have centralised systems in place to help students form the right habits and hold our

sixth form students to high standards.

Expectation	Behaviour	Centralised Support*	When/Where?
Punctuality	X 3 lates (AM or lesson) in a week	30 minute detention	Mondays, M002
	More than 5 lates or any missed lessons	1 hr detention	
Professionalism	Wearing inappropriate clothing or missing lanyard	Daily 8:30 AM next day meeting with HOY / DHo6	Daily, 6th form offices
Progress	Missing deadlines within a subject	1 hr progress support session (detention)	Thursdays or Fridays, subject bases or M002
	Repeatedly missing deadlines - x3 per term	2hr progress support session (detention)	

***All positive house points and negative conduct points and detentions will be recorded and communicated via Class Charts so we expect students and parents/carers need to have the Class Charts app.**



Punctuality

Punctuality is monitored on a daily basis for all classes. Students are expected to be punctual and should be present at the appropriate time for all scheduled sessions. One minute late is still late.

Research has shown a correlation between punctuality and achievement: students cannot afford to miss any learning time and will be supported to ensure that they develop successful strategies for self-management. It is also highly disruptive to the rest of the class when people arrive late and teachers have to accommodate this in what they are doing.

Reviewing Attendance and Punctuality

We recognise excellent attendance and punctuality; there are rewards in place and praise for students who are getting this crucial part of their sixth form experience right.

The Sixth form team monitors attendance and punctuality as it is often an indicator that students need support. Where attendance or punctuality become a concern, tutors and the sixth form team will meet with students and parents/carers to tackle the issues behind low attendance or poor punctuality, or at the very least to mitigate as much as possible against its impact.

Students who accrue unauthorised absences, or are consistently late may be placed on attendance/punctuality contracts, which, if things do not improve may result in them being asked to leave the school. For those who have significant authorised absence a support plan will be put in place.

When a student's attendance drops below 90% attendance we may no longer be able to authorise absences without additional information and evidence - we want all our students to enjoy their A levels and attain what they are capable of in the time that we have and we would be doing a disservice to students if we allow if we do not challenge them to be here on time and as much as possible.