

Attendance and Punctuality Agreement – The Hinckley School

The Hinckley Sixth Form is an aspirational and supportive environment where students meet the challenge of further study to build their future pathways. They experience high quality lessons in subjects that they are advocates for and want to pursue further. Students in The Hinckley Sixth Form are agents of change, primed to contribute positively to the global, local and national community. They lead with moral purpose, integrity and conviction through a wide range of experiences that develop their inter-personal skills beyond the curriculum. They are well-supported both academically and pastorally and receive a well-rounded education which fully prepares for life their next chapter and future plans of study or employment.

Attendance

The Hinckley Sixth Form recognises that good school attendance plays an essential part in academic and personal development for post-16 students. Students are expected to attend all lessons, including study periods, non-assessed lessons and tutor group time where our Personal Development programme is delivered.

Students may be granted the opportunity to carry out home study if they can demonstrate excellent attendance, punctuality, commitment to the school community and are on track to achieve their target grades.

All school staff will work with students and their families to ensure that each student attends school regularly and punctually.

In all cases of absence, it is the student's responsibility to contact their teachers directly and ensure they catch up on any work they miss.

All post-16 courses are intensive and students cannot afford to miss valuable teaching and study time. Students should aim for at least 96% attendance for each year. An exemplary record of attendance shows that a student is well-motivated, dedicated, organised and takes their responsibilities seriously. We provide information about attendance and punctuality when asked to provide references for UCAS and other applications.

Students should not take on paid work, make routine appointments or have driving lessons during the school day (8.30-15.00). Part of the reason for this is that our curriculum includes days where students may have changes to their usual timetabled lessons and study periods; including assessments, enrichment days and educational visits that may require them to attend for the full school day.

A student becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level will be detrimental to a student's educational prospects and may result in students unable to continue their studies from Year 12 into Year 13.

In accordance with 16-19 funding guidance regulations 2023-24, students will be withdrawn from their programmes of study if they do not return to learning after being absent for 4 weeks.

Also, in accordance with the EFSA funding guidance, students will lose their right to free examination entry if their attendance is unacceptable, or if it means they have not completed necessary work.

Absences in special circumstances

Absence should be limited to reasons such as genuine illness, unavoidable appointments, exceptional family circumstances e.g. bereavement, days of religious observation.

However, we acknowledge that there may be other possible reasons.

In these circumstances, a request should be made to the Head of Sixth Form (Mrs Solly), Director of Key Stage 5 (Mr Boast), or Key Stage 5 Pastoral Leader (Mrs Tomkins) who monitors attendance.

Absence	Authorised?	Procedure
Minor illness (e.g. headache, stomach ache)	No	Students should work through and demonstrate the resilience required for the workplace.
More serious illness (e.g. vomiting)	Yes	Parents/carers should inform the Key Stage 5 Pastoral Leader by email or text before 8.30am on the day of absence. If a student is 18, they may do this themselves.
Unavoidable medical/personal appointment that cannot be made for after school (e.g. orthodontist, counselling, doctor, hospital)	Yes if a letter/text is shown to the form tutor	As much as possible, we prefer appointments to be after school hours, but when this is not possible it would be better if they are during non-contact time. If this is not possible, then students should bring in evidence of the appointment (in advance where possible) and show their form tutor or, in emergency, Key Stage 5 Pastoral Leader.
Religious observance	Yes	Students should inform a member of the Sixth Form team at least a week in advance, in person or via email.
Bereavements	Yes	Parents/carers should inform the Key Stage 5 Pastoral Leader when possible.
Birthdays or similar celebrations	No	
Looking after a sibling	No	
Awaiting delivery or maintenance work on behalf of a parent	No	
Driving lesson	No	It should be possible to book these for after school or weekends.
Theory test	No	It should be possible to book these for after school, weekends or holidays.
Practical driving test	Yes	Students should show evidence of the time of their test and request permission at least a week in advance.
Holiday	No	
University open days and summer schools	At the discretion of the Head of Sixth Form	We encourage students to prepare for university life and consider these to be good preparation. Students should gain permission at least one week in advance.
Volunteering	At the discretion of the Head of Sixth Form	This is authorised when arranged for non-contact times, or if a study period is rearranged with prior notice.
Work experience	At the discretion of the Head of Sixth Form	Work experience is a vital part of your post-16 experience. We encourage you to find placements at times that do not interfere with lessons, but we can authorise other times. Ideally, if you miss lessons, it should be during the planned work experience week in the summer term.

Roles and responsibilities

Student

- Attend school, registration in tutor time and all lessons every day on time
- Request authorised absences in advance via your form tutor
- Telephone the school number: 01455 632183 to inform school of absences due to illness before 8am each day
- Let subject teachers and the Key Stage 5 Pastoral Leader know about planned authorised absences in advance
- Catch up all work missed due to any type of absence
- Do not take on paid work, make routine appointments or driving lessons during school hours (8.30-3.00) even if you have study periods
- Refrain from carrying out more than 16 hours paid part-time employment per week outside of school hours.

Parents and Carers

- Ensure your child attends school every day on time wherever possible
- Ensure correct procedures are followed for requesting authorised absences in advance
- Ensure unavoidable absences are reported on the school's absence on the first day of absence if possible – either giving an expected return date, or re-reporting the absence if necessary
- Ensure your child does not plan work, driving lessons or routine appointments during school hours

Form Tutor

- Ensure that SIMS is used to record the attendance for tutor time as soon as possible
- Encourage good attendance through reinforcement of class and individual targets
- Ensure that students who arrive after 8.30 are marked as late, with the number of minutes late recorded
- Monitor the attendance and punctuality of your form and have conversations with students if there appears to be deterioration or patterns in attendance
- Monitor students marked late and set detentions as per the protocol below
- Liaise with the Key Stage 5 Pastoral Leader about students whose attendance causes concern

Subject Teacher

- Ensure that SIMS is used to record the attendance for all lessons within the first 10 minutes
- Ensure students that arrive after the start of the lesson are marked late with the number of minutes
- Identify, within each lesson, any students who are marked present in school but are not present in the lesson. Record this as truancy on ClassCharts as soon as possible.
- Monitor the attendance of individuals within a class and alert the Subject Leader, Head of Sixth Form and Key Stage 5 Pastoral Leader when any patterns of non-attendance are detected.
- If a student truant your lesson, ensure a conversation is had and that the student catches up the missed work.
- In the case of long-term absence, ensure appropriate work is set and marked and that students are welcomed back and supported to enable them to access learning within the lesson

Key Stage 5 Pastoral Leader

- Ensure morning registers are taken by form tutors
- Log any planned absences in advance so they can be seen by form tutors and subject teachers
- Record any reason for absence received via text/email and send texts for unexplained absences
- Monitor attendance of form groups and share with form tutors each week
- Monitor attendance of individuals and work with students, parents/carers, Head of Sixth Form, Director of Key Stage 5 and form tutors to ensure unsatisfactory attendance improves

Head of Sixth Form & Director of Key Stage 5

- Encourage good attendance and punctuality in the sixth form by consistently reinforcing expectations and linking rewards to good attendance
- Work closely with all students, staff and parents/carers to address unsatisfactory attendance
- Effectively use learning agreements and meetings to improve unsatisfactory attendance

Attendance Support and Guidance

Attendance over 96%

This is good attendance.

The student will be eligible for rewards that are linked to attendance.

Attendance between 94% and 96%

Form tutor monitors attendance and has discussion with student about strategies to ensure good attendance.

Attendance drops below 94%

Form tutor contacts parents/carers to discuss reasons for absence and support school can offer.
Key Stage 5 Pastoral Leader monitors attendance and has a discussion with student about strategies to ensure good attendance. Students in receipt of bursary may have payments withheld.

Attendance below 90%

Director of Key Stage 5 contacts home to inform parents /carers and discuss reasons for absence and support school can offer. Students may lose their privilege to study at home.

Continuing poor attendance

Students may be put on a learning agreement by the Director of Key Stage 5/ Director of Sixth Form who will also arrange to meet parents and student in school to discuss strategies to improve attendance.
When attendance causes such a negative impact on learning, the right of a student to free examination entry will be reviewed.

Punctuality

The school day starts at 8.30am and we expect students to be in their form room at that time. A student is considered to be late if they arrive in form after that time, and they will be marked late by their form tutor. At 9.30am the registers will be closed. In accordance with the regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will be count as an unauthorised absence. If a student is going to be late into school for unforeseen circumstances, they must email their form tutor as soon as they are able to notify them of this.

Student Code of Conduct

The Hinckley Sixth Form is an aspirational and supportive environment where students meet the challenge of further study to build their future pathways. They experience high quality lessons in subjects that they are advocates for and want to pursue further. Students in The Hinckley Sixth Form are agents of change, primed to contribute positively to the global, local and national community. They lead with moral purpose, integrity and conviction through a wide range of experiences that develop their inter-personal skills beyond the curriculum. They are well-supported both academically and pastorally and receive a well-rounded education which fully prepares for life their next chapter and future plans of study or employment.

Sixth Form students are expected to be positive role models for our younger students and lead by example at all times. In return they will experience a much more adult environment where they can thrive with higher levels of trust and responsibility. We expect all students to abide by this code.

However, we will take appropriate action against students who display negative behaviour.

We very much look forward to working together with students to achieve their goals and build a successful future. Students should work hard, remain focused and resilient and make the most of every opportunity offered to them while they are here studying with us.

Our key expectations are that students will:

- Act as positive role models both inside and outside of the sixth form environment
- Demonstrate PRIDE values in themselves, in their interactions with all staff, students, main school pupils and visitors and around the school site and community
- Wear a lanyard with the ID card visible at all times
- Follow the dress code (see Appendix A)
- Follow the attendance and punctuality agreement, attending sixth form and all lessons on time every day, including the correct procedures for absences
- Bring the correct equipment required for each lesson
- Be committed to their learning and take an active part in lessons and completing independent learning
- Ensure class work, learning prep, and coursework deadlines are met, and that the work submitted is completed to a high standard, with no incidents of plagiarism
- Ensure they have work with you to complete in study periods and work in silence in the sixth form study area
- Not use mobile phones around school, in form or in lessons, unless a member of staff permits this for something related to learning
- Look after the learning environment and resources
- Look after the study space, café 6, kitchen and classrooms and ensure they are left tidy
- Drive and park respectfully on site
- Only use computers for educational purposes relating to your studies
- Check emails every day, responding in a courteous manner and within the hours of 7am-7pm
- Not bring hot take-away food into school
- Not bring, or be under the influence of, any illicit substances whilst in or around school

Student Name and
Signature:

Parent/Carer Signature:

Date:



The Hinckley
SIXTH FORM

SIXTH FORM STUDENT DRESS CODE

All Students are required to dress appropriately for a school environment. Please pay close attention to the guidelines outlined in the diagram below.

THE HINCKLEY SIXTH FORM'S GUIDELINES

HEAD	Appropriate	Not Appropriate
UPPER GARMENTS	 Lanyards should be worn at all times	 No caps or hats should be worn indoors, or any item which obscures the face
LOWER GARMENTS		 - No ripped jeans or trousers - No clothing which is revealing; for example, exposing bare midriffs or bottoms - No sliders/flip-flops