



DENBIGH SCHOOL



# **Denbigh School Attendance Policy for the Sixth Form**

**2025 – 2026**

Policy Name:	Attendance Policy for the Sixth Form
Version:	1
Date published:	December 2025
Date to be reviewed by:	December 2026
Role of Reviewer:	Local School Board
Statutory (Y/N):	N
Published on website: *	2
Policy Level: **	3
Relevant to:	Sixth Form
Produced in consultation with:	Director of Post 16
Approved by:	Local School Board
Approval date:	02/12/25

*Publication on website			
Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO.  Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

# Attendance Policy for the Sixth Form

## 1. Denbigh School's Position on Attendance in the Sixth Form

- 1.1 We expect students in the Sixth Form to recognise that excellent attendance is essential to maximise their academic potential.
- 1.2 Consistent and punctual attendance are qualities highly valued by employers and references often ask for comments regarding a student's attendance and punctuality record.
- 1.3 Concerns regarding a student's attendance and punctuality are dealt with according to our 'Tiered Attendance Intervention Levels system', which is set out in Appendix 1.

## 2. Student and Parental Responsibilities

### 2.1 Attendance and Punctuality

- 2.1.1 It is important that you come to school every day. High attendance levels will help you to find learning easier and your learning will make more sense, as you will understand how one lesson picks up from where the last one in the same subject left off. You will also have time to practice the skills the teacher wants you to learn.
- 2.1.2 If you get into the habit of irregular attendance, your work will suffer, mainly because there will be little continuity of learning for you. You will always be missing key parts of a teacher's explanation and will not get the practice you need to improve your skills, increase your knowledge and make the expected progress.
- 2.1.3 We understand that sometimes you and your family may have problems, but we expect you to make your attendance at school a priority. You should only take time off if you are ill or there is a major family emergency or a bereavement; reasons for absence such as, minding the house, looking after younger sisters or brothers or driving lessons are not acceptable.
- 2.1.4 If you are late to school or a lesson, you will miss important parts of the curriculum and put yourself at a disadvantage. You will also disturb the learning of others by arriving late, preventing them from making good progress. Punctuality is an important quality, which you should cultivate as it is an essential component of being successful in the work-place environment.
- 2.1.5 Attendance will be viewed as a yearly record and no longer by each half term. A poor record of attendance will mean that you are placed on the 'Tiered Attendance Intervention Levels system' at the School's discretion. The level will be determined by the lesson attendance percentage provided by SIMS.

### 2.2 What you should do -

### **2.2.1 If you are ill.**

2.2.1.1 If you need to stay at home because of illness, your parent/carer should notify the School everyday of any absence using the following methods:

2.2.1.1.1 ParentMail App

2.2.1.1.2 E-mail - [sixthformattendance@denbigh.net](mailto:sixthformattendance@denbigh.net)

2.2.1.1.3 Voicemail – 01908 773940

2.2.1.2 Until your parent lets us know why you are absent, you will be marked as an 'unauthorised' absence.

2.2.1.3 If you have an absence due to illness, longer than five days, a medical note from your GP should be obtained.

2.2.1.4 If you should fall ill during the school day, you should report to the Sixth Form Administrator or your Head of Year. If you require medical assistance, then you must see the Senior First Aider who can arrange for you to be collected if the need arises.

**In individual cases where attendance is not of the required standard, we reserve the right to request medical evidence for each incident of illness.**

### **2.2.2 If you have an appointment.**

2.2.2.1 If you need to leave school during the school day because you have a appointment, you must inform the Sixth Form Administrator.

2.2.2.2 Your absence must be covered by a note from home, and must be for an acceptable reason, such as a hospital, doctor's, or dentist's appointment.

2.2.2.3 Wherever possible appointments of this nature should be made outside school hours, so that your education is not interrupted.

2.2.2.4 Driving lessons are not accepted nor considered as appointments.

## **3. The School's Attendance Responsibilities and Procedures**

**3.1** Teachers will mark the class register at the start of each lesson.

**3.2** When your Subject Teacher calls the register in the morning, they will mark you either:

- Present
- Authorised absence
- Unauthorised absence

As well as these categories the teacher can use other categories of attendance or absence as follows:

**3.2.1** 'Approved educational activity' - this consists of an educational activity, approved by the School, undertaken off the school premises. Work experience, field trips and visits,

approved sporting activities and courses/visits linked to University or apprenticeship for part of the time, are all examples of an 'approved educational activity'.

- 3.2.2** If you are involved in a special family occasion, and your parent writes to the School asking permission for you to be absent and states the reason, the School must decide whether your absence is authorised or unauthorised. As well as taking into account the occasion (for instance, a close family member's wedding), the Director of Post 16 will take into account your previous pattern of attendance.
- 3.2.3** If your parent/carer wishes you to be absent to observe a religious festival, you should make a request in writing in advance of the absence, asking permission from the Headteacher to miss school on that day. This would normally be counted as an authorised absence. A maximum of one day per year may be authorised for a religious festival.
- 3.3.** If you are absent, the Sixth Form Attendance Officer will authorise your absence when they have been informed of the reason and it is considered justified.
- 3.4** If you are absent and your parent/carer has not informed the School on the first day, staff at the School will follow up your absence.
- 3.5** By law, only the School can authorise absence. Parents can offer an explanation for your absence, but only the School can decide if it is justified. If, in our view, your absence is unjustified, your Mentor, Heads of Year, or Director of Post-16 may ask your parent/carer to come into the School to discuss the matter.
- 3.6** If you have unauthorised absence then the 'Tiered Attendance Intervention Levels' system will be applied.

#### **4. Family Holidays**

- 4.1** These must not be taken during term time as they seriously disrupt the continuity of your learning. Term dates are set two years in advance which can be accessed via the school website.
- 4.2** The current DfE legislation regarding the taking of holidays in term time is as follows:
  - 4.2.1** The legislation gives no entitlement to parents to take their child on holiday during term time.
  - 4.2.2** The Education Regulations state that applications for leave of absence must be made in advance and can only be authorised by the Headteacher in exceptional circumstances.
  - 4.2.3** If exceptional circumstances are agreed the Headteacher can determine the length of time a child can be away from school.
  - 4.2.4** Holidays taken in term time are not regarded as exceptional circumstances.

**4.3** You should be aware that taking holidays during term time without permission from the School could mean that you are placed on a level of concern under the 'Tiered Attendance Intervention Levels' system.

**4.4** Parents/Carers who take a student on holiday during term time without it being authorised by the Headteacher may be referred to the Local Authority. This may result in the issue of a Fixed Penalty Notice (FPN) to Parents/Carers.

## **5. Punctuality**

**5.1** Punctuality to all sessions and lessons is important.

**5.2** If the student arrives to the session after the register closes, the student will be formally recorded as late to the session.

**5.3** Punctuality is reviewed every 4-weeks with a 'Tiered Punctuality Intervention Levels' System applied. (See Appendix 2)

**5.4** Punctuality relating to lessons will be monitored by the Head of Year and appropriate action taken which could include the student being placed on a level of concern under the 'Tiered Punctuality Intervention Levels' System.

## **6. Conclusion**

**6.1** It is the policy of Denbigh School to encourage 100% attendance and punctuality.

**6.2** If you have a reason for being absent that the School thinks is justified, then you will be marked as an authorised absence. If your reason for absence is unjustified, or your parent/carer does not give a reason for absence, you will be marked as an 'unauthorised absence'. This will be recorded on your record of attendance.

## **7. Summary of the Attendance Policy**

**7.1** You should attend school punctually and every day.

**7.2** If you need to stay at home because of illness, your parent/carer should notify the School everyday of any absence using the following methods

**7.2.1** ParentMail App

**7.2.2** E-mail - [sixthformattendance@denbigh.net](mailto:sixthformattendance@denbigh.net)

**7.2.3** Voicemail – 01908 773940

**7.3** Absence due to illness, a family emergency or bereavement will be authorised at the discretion of the Headteacher.

**7.4** Medical and dental appointments must be made out of school hours. If unavoidable, please bring your card or a letter to the Sixth Form Administrator.

**7.5** Teachers will register each class they take during the day. Lateness or absence will be recorded and followed up.

**7.6** Family holidays must not be taken in term time.

## Appendix 1

### Tiered Attendance Intervention Levels

95 - 90%

- Letter home to parents making them aware of attendance - Letter needs to outline that grades will still be affected by this level of attendance.
- Students informed by mentor

89 - 85%

- Letter home informing them of attendance concerns
- Conversation with student by mentor
- Weekly report to mentor about attendance from Attendance Team
- Second offence: Phone call by mentor to parents, Loss of Off-Site Privileges (If issues are U-A)
- Third offence: Head of Year involvement

< 85%

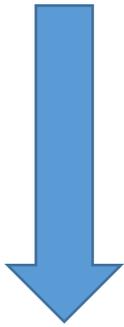
- Letter home
- Meeting with Head of Year or Family Liason Officer
- Attendance Improvement Plan Implemented

## Appendix 2

### Tiered Punctuality Intervention Levels

#### Level 1

Students who have accumulated 8 or more late marks within the prescribed review cycle window

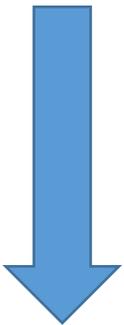


##### Possible Actions

- Parents informed via a ParentMail Letter
- Conversation with Mentor

#### Level 2

Students who have accumulated an additional 8 or more late marks within the prescribed review cycle window

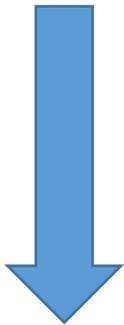


##### Possible Actions

- Parents informed via a ParentMail Letter
- Students placed on Punctuality Report

#### Level 3

Students who have accumulated an additional 8 or more late marks within the prescribed review cycle window



##### Possible Actions

- Parents informed via a ParentMail Letter
- Parents invited to attend a meeting with the Head of Year or Director of Post-16
- Students placed on punctuality report
- Removal of off-site privileges may be considered.

Note: A perfect attendance record for four weeks will remove the student from the Punctuality Tiered Intervention Levels System.