
Sixth Form

Attendance Policy

2025-26



Gryphon Sixth Form Expectations

At the Gryphon Sixth Form, we know that excellent attendance plays a crucial part in academic development for post 16 students. We can see this within our own setting and the difference it makes to students, but also academic research shows that students that have excellent attendance make more progress than those struggle with attendance.

All A level and BTECs courses are intensive and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students will also have Pathways and Enrichment lessons on their timetables. These are compulsory for all students.

At the start of Year 12 students will also have 9 lessons timetabled as study periods where they need to register in the library. This is to get students into good study habits. The majority of students will have a total of 19 “non-contact lessons”. 9 of these will be directed as study time, two should be used for Personal Development, particularly the use of Unifrog to develop skills, competencies and research pathways, the remaining 8 are up to the student to work out what is the best use of their time.

Students should be using about 70% of their non-contact times for studying, however we are aware that different students will work differently.

The library sessions will be timetabled until at least January. At this point we will review how students are getting on - both in terms of their attendance to all their lessons and tutor time, their progress and levels of organisation in their subjects. If we are pleased with the students’ progress then we will remove this layer of support. Ultimately, we want students over the course of the Sixth Form, to become independent learners that can go on and excel at university, in employment or in an apprenticeship, but it is a journey from GCSEs to get to that point that we will support them with.

Tutor times are compulsory every day. In Year 12 and 13 there is a weekly programme. That includes a 1:1 tutor mentoring session and completion of the PSHE provision.

If during the day, students leave site during a free lesson, students will need to sign out when leaving and then sign in when they return. Should students arrive first thing in the morning but not straight into a lesson, they will also need to sign in using their electronic card using the iPad in the common room.

We do allow students to sign in and out of school so that we know which students are on site, however this is only when they do not have anything on their timetable. We expect students to be committed to spending their time effectively during this time. This privilege will be withdrawn if a student is not meeting his/her work or attendance commitments.

Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least 95% attendance for the year. An exemplary record of attendance says a huge amount about you as a person: that you are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment, which we as a school have a duty to report accurately on.

Lesson Time

Students are expected to attend all lessons punctually. Students should make every effort to make medical/dental appointments out of school hours; if this is unavoidable then you must contact the Sixth Form Office and make the school aware of this.

Whenever possible you should seek your tutor's permission in advance for known appointments and inform the Sixth form Office by completing and submitting an absence request form. For unplanned absences such as illness a phone call to the Sixth Form Office on 01935 811055 by 9:45am if possible is expected. Please do not email. When we are not notified about an absence this will be recorded as an unauthorised absence.

If students do have a non-contact period, not in the library, they can leave the school site during the day. Students must sign out via the iPad in the Sixth form common room and sign back in on their return. Driving lessons may only be booked in a free period not during lesson time, or blocked study periods.

Holidays during term time will NOT be authorised, unless in exceptional circumstances.

Definitions:

Authorised Absences are morning or afternoons away from school for a good reason, such as illness or other unavoidable cause. This will also include University Open Days, interviews and work experience.

Unauthorised Absences are those that the staff at the Gryphon School do not consider reasonable, or for which no 'leave' has been given. These include:

- Keeping children off school without a good reason

- Truancy from a whole session

- Absences that have never been properly explained

- Children arriving at school too late to get a mark

- Taking holidays without the school's agreement during school term

- No reason given.

Sanctions

Initial Monitoring:

Attendance is monitored on a weekly basis.

Should students;

Be marked as absent without reason from a lesson or tutor time on more than two occasions during a week, despite being present during other parts of the school day, parents/guardians will be contacted and they will be entered for a level 3 detention on either a Wednesday/Friday, whichever is most appropriate.

Further Escalation Stages

STAGE 1 - Teacher Intervention with Tutor Input

(**Warning issued** for attendance figures below 95% for lesson or registration OR for absence deemed unacceptable by the subject teacher/form tutor)

Initial poor attendance figures

Poor attendance can be raised as a concern by the Subject Teacher, the Form Tutor or the Year Team Leader.

The Form Tutor should address the issue of poor attendance in tutor time by meeting with the student and shall give the student a Warning about their attendance and contact the parent/carer to make them aware of the situation. Subject teachers should inform the Form Tutor so they can address the absence issue with the student and reinforce the values of good attendance.

STAGE 2 - Year Team Intervention

1st Written warning sent to parents / carers

If a student has more than 5% unauthorised absence in terms of timetabled sessions and tutor time, despite opportunity to rectify this.

Meeting with Head of Year and tutor. Students will be given a 1st written warning. Any attendance privileges at this point will be removed.

An attendance report may be issued and attendance monitored for the next month.

STAGE 3 - Head of Sixth Form

2nd written warning

Failure to meet the requirements set by the attendance agreement

A letter will be sent to the parent/carer of the student informing them of the situation and inviting them to a meeting.

The offending student will be asked to meet with the Head of Sixth Form with parent/carer. The form tutor will also be invited to attend.

Continuation of removal of privileges.

STAGE 4 - Headteacher

Possible Request to Leave Sixth Form

Continued failure to meet attendance requirements

Appropriate disciplinary proceedings will be decided by the Senior Management. The parents/carers of the student will be involved in the process.



Attendance Sanction Process



If after 2 weeks no improvement, move to stage 1
Then further lack of improvement after second 2 weeks, move to stage 2.

Stages 2-4 are reviewed on a 4-6 week basis for movement up or down the stages as per written warning review dates.

Monitoring	Teacher/Tutor Intervention	Head of Year Intervention	Head of 6th Form Intervention	Headteacher Intervention
Repeat offenders- HOY meeting and surmised to parents via email. Level 3 Detention for truancy	Warning Issued Support Plan in place	Meeting with parents, support plan discussed and 1st Written Warning issued from Caroline. attendance privileges removed	Meeting with parents, 2nd Written Warning, attendance privileges removed and support plan adapted further.	3rd and final written warning. Possible request to leave sixth form