

# Mercia School

## *Sixth Form Attendance Policy*

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This policy has been approved by the Local Governing Body and has been signed by the Chair of Governors	
Approval date	<i>September 2024</i>
Date of Review	<i>October 2025</i>



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#### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.



# Mercia Collegiate Sixth Form Attendance Policy

## 1. The Mercia Commitment:

At Mercia Collegiate Sixth Form we believe that good school attendance is key to helping scholars achieve the best possible grades and maximising their potential learning opportunities. We want our Scholars to thrive, and strong attendance is necessary for that. We will communicate any attendance issues with you and seek to find resolutions to issues, whilst always maintaining our expectation of the highest standards. It is clear that our offer includes A Levels only, independent and collaborative study and also Professional Mastery Time. For Scholars to study at Mercia Collegiate Sixth Form, they must partake in the whole offer.

## 2. The Core Principle:

We fully expect all Scholars to attend Mercia Collegiate Sixth Form every day.

Mercia Collegiate Sixth Form is a full-time educational provider. All our Scholars are expected to be in school by 8.15am, every day of the week. Punctuality also plays a crucial part in a Scholar's achievement and academic success, and we monitor this closely too.

Sanctions are issued for lateness, and we expect Scholars to adhere to the expectations of the school. School finishes at 5pm daily, and 3.45pm on a Friday. All Scholars are required to complete the full school day, in keeping with the expectations of all other year groups. Our communication and efforts will always be driven by a desire to have Scholars learning in school.

Should Scholar attendance drop below 100%, a meeting will be held with the Scholar to offer support and ensure any gaps in learning are addressed through directed study. Please note that any concerns about attendance are shared as the earliest possible opportunity.

**If attendance falls to below 95%, we have 3 stages of intervention before a scholar may be removed from the School admission roll.**

## 3. Stages of Concern

If a Scholar's attendance falls below 95%, we will follow the procedures outlined below. The aim is to be very clear in our expectations and provide distinctive opportunities for communication and resolution of issues. The contract is an opportunity to focus the efforts of all parties and ensure we can reset the focus.

The procedures for attendance follow simple stages, ensuring that communication is central to the process.

**Stage 1-** Warning letter

**Stage 2-** Meeting in school

**Stage 3-** Contract

The contract is a formally agreed document that has set targets that are closely monitored. Contracts are typically two weeks in duration. A review of the success of the contract takes place in a formal meeting. A Scholar may be removed from roll if targets are not met.

If there are exceptional and extenuating circumstances (supported by evidence such as a letter from a GP), this must be shared in earnest.



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If, despite intervention, attendance remains below the agreed target percentage for the contracted period of time, this is further confirmation of the Scholar being a persistent absentee.

A formal parental meeting will take place with the Head and Director of Sixth Form to consider the Scholar's further options. Scholars may be withdrawn from their courses.

#### **4. Expectations**

It is really important that parents and Scholars work with Mercia Collegiate Sixth Form on any issues that may be significant for attendance. At Post 16 level, a Scholar enrolled at Mercia Collegiate Sixth Form has chosen to continue their studies and while doing so uphold our standards and expectations. Our Home School Agreement, interview process and application process is very thorough. Note that Scholars do not follow reduced offers or experience alternatives.

We are very clear about the acceptance of the offer and the significance of the timetable. If issues arise, we have frank and open discussions about the setting and support and we ask parents to be considerate of the aim.

#### **5. The Local Authority/ Government Perspective**

In all cases, schools and local authorities are expected to make patterns of both persistent and severe absence a focus of their regular data monitoring and identify pupils and cohorts who need targeted attendance support and act as swiftly as possible.

Schools are free to set their own sixth-form attendance policies, including sanctions for sixth-form pupils with poor attendance.

Mercia School sets inadequate attendance at 95%. This is clearly emphasised during induction. Failure to adhere to this expectation may lead to removal from the school admission roll.



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### 6. The Role of Governors:

Governors must oversee the policy and its application. Governors must study and records any statistical data collected by the school to hold all to account. Attendance is also monitored by the Local Authority.

### 7. Linked Policies/Documents for reference

Mercia School Safeguarding Policy  
Mercia School Demanding Excellent Behaviour

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision/advice-funding-regulations-for-post-16-provision-2023-to-2024>