


Attendance and Punctuality Policy (6th Form)

Ellesmere Port Catholic High School



Approved by:	PP Mrs L. Henderson Deputy Headteacher Mrs C Vile Headteacher 
Lead of Review:	Mrs L Henderson, Deputy Headteacher/Head of Sixth Form
Last reviewed on:	July 2025
Next review due by:	July 2026



Through our attendance and punctuality policy, we strive to ensure all children have good attendance and punctuality at school. We recognise that good attendance and punctuality leads to the development of the young people that attend our 6th form. We aim to work with all parents/guardians and outside agencies to promote positive attendance and punctuality.

Sixth Form Attendance Procedure

Rationale:

The Sixth Form Attendance procedure is designed to enable students to achieve their maximum potential and to treat them as young adults by adopting practices reflective of those in the workplace. It works in conjunction with the whole school attendance policy and other policies where appropriate. Every attempt will be made to address attendance issues informally and at an early stage to ensure students remain in the Sixth Form and succeed in their chosen courses. Formal disciplinary procedures regarding attendance will only be used when informal strategies have failed.

At EPCHS6 we believe in entering into a partnership with every single student. We believe in some basic principles. Everyone on the Sixth Form has the responsibility to help create a happy, learning environment. We want everyone to feel as though they are treated as an individual and a valuable person. We do not apologise for having high expectations and we expect all students to respond positively to the warm partnership existing between students and staff. On the rare occasion that we have concerns about attendance, students may be subject to our disciplinary procedure as detailed below.

1: Attendance at EPCHS6

In the 6th form, we continue to monitor regular attendance and punctuality closely. We aim to promote excellent attendance and punctuality through clear expectations that is accepted by parents/ carers, students, staff and governors. As a school we will keep accurate electronic records of attendance and then investigate and act on unauthorised absences. We will work with parents/ carers to support students' attendance to school and work with other agencies where necessary to help improve students' attendance.

Department of Education's National target for attendance is 95% and it is therefore important that students' attendance does not fall below this unless there are valid reasons. Regular attendees usually leave school with better skills and qualifications and irregular attendance can, unfortunately, undermine the whole process of education, leading to severe disadvantages for the student. An example of this is shown below.

Attendance During the Year	Equals Days Absent	Equals Weeks Absent	Equals Lessons Absent
95%	9.5 days	1.9	47.5
90%	19 days	3.8	95
85%	28.5 days	5.7	142.5
80%	38 days	7.6	190
75%	47.5 days	9.5	237.5
70%	57 days	11.4	285
65%	66.5 days	13.3	332.5

School is legally bound to keep attendance registers, marked at the beginning of each morning by form tutors and by teachers in period 4 in the afternoon. Any pupils not physically present will be marked absent.

2: Attendance to school

- The school gate opens from 8am each morning and is supervised by SLT and pastoral leaders.
- Students need to enter via the reception and swipe in by 8:40am at the latest and be in form time by 8:45am.
- At 3:15pm students are dismissed.
- 6th form students will leave by reception and then swipe out at reception.

Arrival after 8:45am

- Arrival after 8:45am, without a valid reason will be recorded as a U code (Unauthorised Absence). The student will be issued with a 30-minute late gate detention for that day and a text message will be sent home to communicate this to parents. Students will need to go to the main 6th form study centre at 3:15pm.
- If students fail to attend this detention they will be issued with a 1-hour detention after school the following day with their Pastoral Leader. Parents will be notified by text message (*please make sure you inform school, in writing, if you change your mobile phone number*).
- If your child has a genuine reason for being late, please notify the school.

3: How to report an absence

Reporting an Absence

- To report an absence, please ring the school phone line 0151 355 2373 and press 1 and leave a message on each day of a child being absent from school.

If school does not receive any contact from home

- Forgot to call/if you failed to call, we will send you a text message to ask for the reason of absence by 9:30am, you may also receive a call from a member of the 6th form team.
- The school's Education Welfare Officer/6th form pastoral lead may conduct home visits to see the child and encourage them to attend school.
- The school reserves the right to phone/ contact parents/ carers when concerns arise about attendance.

Long Periods / Intermittent Absences / persistent absence

- School may ask for medical evidence, this may be in the form of a prescription, doctors note etc.
- We may also refer your child to the school medical needs team.
- If no medical evidence is provided and your child has 10 sessions of unauthorised absences in a term, the Local Authority can issue you with a Fixed Penalty Warning letter.
- The Local Authority will monitor your child's attendance for 15 days, if your child is absent in this period of 15 days this may result in a Fixed Penalty Notice being issued by the Local Authority.
- Please be aware in accordance with the government's **Funding regulations for Post 16 Provision** document which was updated on 17th May 2024, it states that institutions can charge for examinations and resits where the required attendance or completion of work has not been achieved. Absences or non-completion of coursework because of illness or other acceptable reasons are not grounds for charging.
- Linked to the above document if a child's attendance is below 85% we reserve the right to charge for examinations and resits.

4: Request for absence

How to request for a leave of absence /Unauthorised absences

- All holiday requests must be completed in writing using the schools, leave of absence request form. This can be obtained from Reception or on the school's website.
- All requests will be unauthorised, unless the Headteacher authorises the absence due to exceptional circumstances.

Appointments

- We would ask for appointments known in advance, particularly those involving routine, non-emergency treatment, to be arranged at times outside of the school day where possible.
- If there is no alternative and an appointment is made during the school day, an appointment letter must be provided and given in at the Student Services.
- If they are leaving school early for their appointment, they must bring in a signed note from home to a member of the 6th form team.

Informal disciplinary procedures

The efforts of staff at EPCHS are directed towards helping students and every attempt will be made to resolve issues regarding attendance informally, and at an early stage, to ensure students succeed.

As part of the informal disciplinary procedure students will receive:

- **Clear guidance** on the percentage attendance expected of them at the beginning and throughout their course. Attendance and Punctuality Power Point weekly discussion with Form Tutor as part of the form time programme.
- **A timely and clear indication** if their attendance falls below the required percentage, in order that they are aware of what is expected of them and the steps needed to remedy the situation.
- **Discussion or 'quiet chat'** by form tutor or a member of the Sixth Form Team to indicate that their attendance needs attention and advise the student as to the improvement required.
- At this stage there is the option by both form tutor/member of the sixth Form Team to raise their concerns in a phone conversation home.

1. Staged/formal approach to attendance:

Absence phone call

Reasons	Action
<ul style="list-style-type: none">• First day absence phone call to be made by 6th Form Administrator to those pupils who have <u>not</u> contacted school to report an absence.• Pupils who are absent for two consecutive days and are identified as PP or PA will receive a phone call home from LCa/LHo	<ul style="list-style-type: none">• Call noted on CPOMS (Attendance).• If PA student note on CPOMS

AP1 94+

Reasons	Action
<ul style="list-style-type: none"> Identification of pupils with attendance at school target of 94+%. 	<ul style="list-style-type: none"> Attendance shared via form tutor during form time. Attendance Power Points. Celebration of Attendance.

AP2 92-94%

Reasons	Action
<ul style="list-style-type: none"> Attendance falls to 92-94%. 	<ul style="list-style-type: none"> Attendance meeting with form tutor to discuss barriers to attendance. Action plan set out actions to address issues and set date to review progress.

AP3 90-92%

Reasons	Action
<ul style="list-style-type: none"> Failure to address the issues that led to AP2. Attendance falls to 92-90%. Attendance becomes erratic. Pupil has an increasing number of unauthorised absences. 	<ul style="list-style-type: none"> Attendance meeting with LCa pastoral lead for the 6th form. A Formal Written Letter – Stage 1 is sent home 90% to inform parents/guardians of falling into PA. Medical evidence requested if absences are related to illness or medical appointments. Action plan to address problem set and date to review progress will be fixed at the meeting.

AP4 – 90% Below

Reasons	Action
<ul style="list-style-type: none"> A student who fails to address the issue(s) that led to them being placed in AP3 Attendance falls below 90%-85% Pupils have 5 unauthorised absences in a term. 	<ul style="list-style-type: none"> Written Letter Stage 2 - Letter home to inform parents/guardians of the serious issues regarding attendance and the actions being undertaken to resolve the issues. Parents/guardians are invited to attend a meeting with Mrs Cavanagh and Mrs Henderson. Reasons for being placed on Stage 2 explained in meeting with parents/guardians.

	<ul style="list-style-type: none"> Pupil placed on an Absence Management Report which will be reviewed on a fortnightly basis. Parents will be informed of the outcomes of the review meeting.
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AP5 85% Below

REASONS	ACTIONS
Students fall into 85% and fail to address attendance issues.	<ul style="list-style-type: none"> Written Stage 3 Letter to inform parents/guardians of the lack of engagement. Warning also issued that this could lead to payment for examinations and resits. Pupil/Parents/Guardian invited to meet with Mrs Vile Headteacher, Mrs Henderson and Mrs Cavanagh.

6th Form Punctuality Procedures:

1. Staged/Formal approach to punctuality

Stage 1

Reasons	Action
<ul style="list-style-type: none"> Student is late to school. 	<ul style="list-style-type: none"> Student is on automatic late gate detention for half an hour after school with a member of the 6th form team. Conversation with Form Tutor.

Stage 2

Reasons	Action
<ul style="list-style-type: none"> Student accumulates five lates. 	<ul style="list-style-type: none"> Student is placed on one hour Pastoral Lead detention. Conversation takes place with Pastoral Lead.

Stage 3

Reasons	Action
<ul style="list-style-type: none"> Student accumulates ten - fourteen lates a Half Term. 	<ul style="list-style-type: none"> Two-hour SLT detention with HO6th Meeting with pastoral lead for the 6th form and an email/phone call home to inform parents/guardians of the serious issues regarding punctuality and the actions being undertaken to resolve the issues.

Stage 4

Reasons	Action
<ul style="list-style-type: none"> Student accumulates fifteen or more lates in a Half Term. 	<ul style="list-style-type: none"> Parents/guardians are invited to attend a meeting with Pastoral Lead and Head of the 6th Form Head. 6th Form Administrator monitors a Punctuality Management Report which will be reviewed on a weekly basis by the 6th Form Team. Parents/Guardians will be informed of the outcomes of the review meeting. If punctuality issues continue student and parents/guardians will be required to attend a meeting with the Headteacher to discuss next steps.

Please be aware that on entry to our 6th form all students are provided free of charge with a lanyard that must be used to sign in and out of school daily at reception and then worn daily for safeguarding purposes. Students who fail to sign in with their lanyard will be subject to our disciplinary procedures. If for any reason the lanyard is lost, they must inform a member of the 6th form team straight away and a replacement can be purchased.

Point of Contact:

Sixth Form Administrator: Mrs L Howell, laura.howell@epchs.co.uk

Sixth Form Pastoral Leader: Mrs L Cavanagh, l.cavanagh@epchs.co.uk

Head of 6th form: Mrs L Henderson, l.henderson@epchs.co.uk