

JFS SIXTH FORM - ATTENDANCE POLICY INFORMATION FOR PARENTS

Your Sixth Form course is vital for your future. Educational research and our own experience of supporting students at post-16, for many years, shows that good attendance at school supports students in achieving good examination results and in gaining the most from their experience of the Sixth Form. Our expectation is for excellent attendance at school over a term or a year. The overwhelming majority of our students succeed in achieving that goal and see the benefit.

Any absence must be accounted for, either through a message, email or letter from your parents in the event of illness or a medical appointment, or through leave being granted in advance of an absence by the Headteacher in exceptional circumstances. Registers are always taken at recreation sessions, tutorials and Jewish Studies lessons. **Remember: it is your responsibility to ensure that you are registered at each school morning and afternoon session and at each lesson.**

Sometimes absence is unavoidable. The following table shows what the School recognises as acceptable or unacceptable absence and what students / parents need to do in order to have absences authorised:

ABSENCE	AUTHORISED	PROOF REQUIRED IN ADVANCE
Driving lessons / Birthdays, etc.	No	Will be marked as unauthorised.
Driving test Practical	Discretion of Head of Year	Email or letter from parent/carer (<i>with a copy of the test confirmation</i>) handed to the Attendance Officer in advance of the day of absence.
Driving test Theory	No	Will be marked as unauthorised.
Extra-curricular activities Outside school	Discretion Headteacher	Email from parent/carer to leaverequests@jfs.brent.sch.uk addressed to the Headteacher at least a week in advance . <i>If the absence is not authorised, it will be recorded as unauthorised on the student's record.</i>
Extra-curricular activities Within school or school organised visit	Yes	Teacher in charge to notify teaching staff and the Attendance Officer. Student to notify their teachers of absence from lessons.
Interview for part-time job	Discretion of Head of Year	Email or letter from parent/carer addressed to the Head of Year handed to the Attendance Officer in advance of the day of absence.
Illness During the day	Yes	Note from School Nurse and sign out with the Attendance Officer.
Illness Absence through illness	Yes	Message by 'phone (020 8206 3271) or by email (attendance@jfs.brent.sch.uk) from parent/carer to the Attendance Officer each morning by 9am. <i>In the case of prolonged or repeated absences due to illness, a doctor's letter may be requested or absences may be unauthorised</i>
Leave of absence request Family / religious events Weddings / bar or bat mitzvahs, etc.	Only in exceptional circumstances. Discretion of Headteacher	Email from parent/carer to leaverequests@jfs.brent.sch.uk addressed to the Headteacher at least a week in advance. If the absence is not authorised, it will be recorded as unauthorised on the student's record.
Medical appointments Last-minute appointments. Where possible all medical appointments should be made outside of school hours	Discretion of Head of Year	Letter, email (attendance@jfs.brent.sch.uk) or telephone call (020 8206 3271) from parent/carer to the Attendance Officer (<i>with a copy of the appointment letter / card / prescription on the day</i>). Students to sign in/out with the Attendance Officer. <i>Excessive appointments may be unauthorised.</i>
Personal issues Accommodation/funeral/hospital visits /dependent/caring responsibilities	Yes	Letter, email or telephone call from parent/carer to the Attendance Officer. Email (attendance@jfs.brent.sch.uk) Telephone 020 8206 3271
University appointments Interviews	Yes	Email or note from parent/carer in advance of the day of absence. Students to sign in/out with Attendance Officer.
University appointments Open days	Up to 3 per year	Email or note from parent/carer in advance of the day of absence (<i>with a copy of the appointment confirmation where possible</i>) Students to sign in/out with Attendance Officer.
Lateness For school (any reason)	Discretion of Head of Year	Must sign in with the Attendance Officer. Will be unauthorised after registers have closed.
Lateness For lessons	No	Will be marked as late.
Email: attendance@jfs.brent.sch.uk		
Tel: 020 8206 3271 or call the school switchboard and select options 1 and then 2 from the menu.		

We are aware that circumstances often fall outside of those mentioned. If this occurs, please contact our Attendance Officer or Sixth Form Administrator who will let you know what is required. Additionally, please try to respond to any text or email queries regarding absences as soon as possible and be aware that, in some cases, absences may not be authorised.

Please see over for more details

ATTENDANCE AND REGISTRATION PROCEDURES

How are Sixth Formers registered?

Year 12 must register **daily** (Monday – Thursday) at 8.30am with their tutor. On a Friday they must register in their P.1 lesson or by using the biometric scanners by 8.30am if they do not have a P.1 lesson. If you arrive late at school for any reason and miss registration, he/she must sign in with the Attendance Officer in R114 in order to be registered for safeguarding reasons. **Failure to do this will result in an unauthorised absence.** Any notes from home to explain your lateness should be handed to the Attendance Officer when you arrive in school.

Year 13 must register at 8.30am with their tutor on **Mondays and Thursdays**. On a Friday they must register in their P.1 lesson or by using the biometric scanners. On Tuesdays, Wednesdays and Fridays a Year 13 student can arrive in time for their first lesson of the day or by 10.30am, whichever is earlier, and sign in using the biometric finger point scanner, with the Attendance Officer or in their lesson.

Are Sixth Formers allowed off-site during the day?

Yes, during lunchtime only – as long as you adhere to the off-site Code of Conduct and the Sixth Form Dress Code. Students are not allowed to exit at all before 12.40 pm (11.45 am on a summer Friday and 11.10 am on a winter Friday) and, on certain days when special events are held, students have to remain on campus.

If students have no timetabled lessons (including rec, PE and Jewish studies) in the afternoon they do not have to return after lunch. However students must sign out with the Attendance Officer. All other students have to be back in school at the start of lesson 4. No student will be allowed off-site at any other time without an *Exit Permit* from the Attendance Officer. Students should tap in and out at both the gate each time they arrive/ leave school. If you do not have your ID card, you will not be allowed to leave the campus during the school day. **Where students have no timetabled lessons and remain in school over lunch, students must register biometrically in the afternoon.**

What do I am absent through illness?

A parent/ carer should telephone the school and leave a message with the Attendance Officer (**ext. 3174 or call the main school telephone number and select options 1 and then 2 from the menu**) as early as possible (but by 9am at the latest) on each day of absence, indicating the reason for the absence and the likely day of return. If your absence is likely to be of a lengthy duration, the Attendance Officer will contact the Assistant Head of Year who will inform your teachers and arrange for work to be sent home if appropriate.

Monitoring Attendance

All students in the Sixth Form are expected to attend all timetabled lessons. Attendance is carefully monitored by the Sixth Form Team, who will provide both support in improving attendance and, if necessary, apply appropriate sanctions. If a student's attendance falls below 90% parents/ carers will be invited in for a meeting and students may ultimately be asked to leave the Sixth Form. Attendance letters may also be sent out if a student is late or misses timetabled lessons including Jewish studies and recreation.

Termly Rewards

Excellent Attendance letters to students with Top 5% attendance and punctuality.
Prize for students with outstanding attendance over 99%.

The Attendance Officer can also be contacted by email at attendance@jfs.brent.sch.uk. ***In the case of prolonged or repeated absences due to illness, a doctor's letter may be requested or absences may be unauthorised.***

What happens if I feel ill during the day?

You should consult the School Nurse in the Medical Room. If she feels that you should go home and that you are well enough to travel, she will refer you to the Attendance Officer to sign out before you are allowed to leave. You may not absent yourself from any lesson, roll call or timetabled session without prior permission, or leave school without authorisation and thus miss lessons. **If you are ill, you should not just go home – you need to let us know.**

What happens if I have a medical appointment?

Where possible all medical appointments should be made outside of school hours. Where possible a parent/ carer should inform the school of the appointment in advance via email or letter with a copy of the appointment letter/card. (In the case of emergency appointments a parent/ carer should inform the school on the morning of the appointment). Following the appointment, students can provide either a confirmation of the appointment, a copy of a prescription (or a stamped medical card from school.) All students arriving late or leaving early to attend an appointment, **must** sign in/out with the Attendance Officer. Time taken out of school for appointments should be kept to a minimum and students are expected to attend school for part of the day around the scheduled appointments. **Multiple appointments during school time may not be authorised.**

Student Responsibilities

Where an absence for any reason is known in advance, it is your responsibility to inform your tutor and teachers that you will be absent from class. Students are expected to catch up with any work missed during an absence. This also applies when you are participating in a school organised visit or activity. If this is not done, students will lose off-site privileges.