



St Paul's Catholic School

Sixth Form Attendance Policy

Approved by:	Local Governing Body	Date: August 2026
Last reviewed on:	June 2026	
Next review due by:	June 2027	

Purpose

At St Paul's Catholic School and Sixth Form, we believe that excellent attendance is fundamental to academic success, personal development and positive post-18 destinations. Through our **Strong Foundations** approach, every student is expected to **Be Known, Be Challenged, Be Supported and Be Inspired**. Regular attendance enables students to achieve their full potential, participate fully in Sixth Form life and develop the professional habits expected by universities, employers and apprenticeship providers.

1. Attendance Expectations

All students should strive for **100% attendance**, with a **minimum expected attendance of 96%**.

Sixth Form students are full-time learners and are expected to attend:

- All timetabled lessons.
- Registration, tutor time, assemblies and PSHE.
- Timetabled study periods.
- Tuesday enrichment sessions.
- Intervention sessions, revision sessions or meetings directed by staff.

Students should only be absent for genuine and authorised reasons. Excellent attendance enables students to maximise their academic progress, develop positive habits and fully engage in Sixth Form life.

2. Punctuality

Students must arrive punctually for registration and all timetabled activities.

Persistent lateness disrupts learning and will be monitored carefully.

Where punctuality becomes a concern, students may be subject to:

- Tutor monitoring.
- Late reports.
- After-school sanctions where appropriate.
- Meetings with parents or carers.
- Temporary withdrawal of Sixth Form privileges until punctuality improves.

Persistent lateness demonstrates poor professional conduct and may result in withdrawal of Sixth Form privileges, placement on punctuality report, parental meetings and sanctions. Repeated concerns may also be reflected in post-18 references.

3. Reporting Absence

Parents or carers must notify the school before **8:30am** on each day of absence using the designated attendance procedures.

Students should not report or authorise their own absence.

Where illness extends beyond several days or where patterns of absence emerge, the school may request medical evidence.

4. Authorised Absence

Examples of authorised absence include:

- Illness.
- Medical or hospital appointments (evidence required).
- Religious observance.
- University interviews or open days approved in advance.
- Apprenticeship or employment interviews approved in advance.
- Funeral of a close relative.
- Practical driving tests (with evidence).

Evidence may be requested before an absence is authorised.

5. Unauthorised Absence

The following will normally be recorded as unauthorised:

- Holidays during term time (complete the holiday request form)
- Birthdays or celebrations.
- Shopping trips.
- Paid employment during school hours.
- Driving lessons.
- Leisure activities.
- Non-essential appointments that could reasonably be arranged outside school hours.

Unauthorised absence negatively affects attendance records and may result in further intervention.

6. Attendance Monitoring and Intervention

Attendance is monitored regularly by the Sixth Form Team.

Concern Level	Attendance figure indicators	Action	Sanction
1	95% or below	Email of concern sent to parent/carers	
	Absence pattern spotted (i.e. repeated)	Form Tutor to monitor	

	Monday and Friday absence)		
2	90% or below Unauthorised absence over 5%	Meeting with parent/carers HOY and Attendance Officer to monitor for a period no longer than a half-term Medical Evidence required for all illness absences	Loss of Period 5 signing out privilege, until attendance improves C3 persistent absence detentions to apply where necessary
3	85% or below Unauthorised absence over 10%	Follow up meeting with parent/carers and student to begin attendance support plan- HOY and AHOY to oversee this Guidance and support sought from Educational Welfare Officer, School Nurse or SENCO.	Loss of Period 5 signing out privilege until the end of term C3 persistent absence detentions to apply to all unauthorised absences
4	80% or below Unauthorised absence over 15%	Meeting with Parent/Carer, HOY/AHOY and SLT representative Engagement with external attendance interventions (EWO, School Nurse, CAMHS etc.)	Post-18 reference to highlight attendance concerns Exam entry funding withdrawn (in line with ESFA guidelines part 2 Advice: funding rules for 16 to 19 provision - GOV.UK) Bursary funding withdrawn (in line with ESFA guidelines 16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK)

Every case will be considered individually, taking account of medical needs, safeguarding concerns and any reasonable adjustments required.

7. Sixth Form Privileges

Students demonstrating consistently high attendance, punctuality and engagement benefit from the flexibility expected of Sixth Form study.

Where attendance or punctuality falls below expected standards, the school reserves the right to temporarily withdraw privileges, including:

- Permission to leave site during designated study periods.
- Flexible study arrangements.

- Other discretionary Sixth Form benefits.

Privileges will be reinstated once sustained improvement is demonstrated.

8. Catch-Up and Intervention Sessions

Students who miss significant curriculum time may be required to attend compulsory intervention sessions before school, after school or during study periods to recover missed learning.

Attendance at these sessions forms part of the student's full-time study programme.

9. Impact on References and Financial Support

Attendance and punctuality form part of a student's overall educational record.

Where appropriate, persistent concerns may be reflected in references provided for:

- University applications.
- Apprenticeships.
- Employment opportunities.

In accordance with ESFA guidance and school procedures, discretionary bursary payments or examination entry arrangements may also be affected where attendance falls significantly below expectations.

10. Year 13 Examination Expectations

During the examination period, students are expected to attend all examinations and any compulsory revision or intervention sessions.

Unauthorised absence during this period will be treated seriously and may impact references and future support provided by the school.

11. Withdrawal from Sixth Form

Where a student is absent for an extended period (10 school days) without appropriate engagement or authorised reason, and all reasonable attempts to re-engage the student and family have been exhausted, the school reserves the right to withdraw the student from the Sixth Form roll in accordance with ESFA guidance.

12. Responsibilities

Students are responsible for catching up promptly on all learning missed through absence and communicating proactively with subject teachers regarding missed work and deadlines.

Students

- Attend all timetabled activities punctually.
- Report concerns promptly.
- Catch up on missed work.
- Engage fully with interventions and support.

Parents and Carers

- Promote excellent attendance.
- Notify the school promptly of absences.
- Provide evidence where requested.
- Work collaboratively with the school to improve attendance where concerns arise.

The School

- Monitor attendance consistently.
- Provide timely support and intervention.
- Communicate concerns clearly.
- Promote a culture of high expectations, inclusion and success.

13. Policy Review

At St Paul's Catholic School and Sixth Form, high attendance reflects our commitment to the Strong Foundations principles of being **Known, Challenged, Supported and Inspired**. By attending regularly and punctually, students place themselves in the strongest possible position to **Achieve, Belong and Thrive**, preparing them successfully for university, apprenticeships, employment and life beyond Sixth Form.