



St Michaels Catholic School
Sixth Form Attendance Policy
January 2025

1. Introduction

At St Michael's Catholic School, we are committed to providing a high-quality education rooted in our Catholic ethos. Our mission, "*Achieving in faith, with love, as a community*," reflects our belief that education is a transformative journey that prepares students for lifelong success.

High attendance is fundamental to fulfilling this mission, ensuring that students are fully engaged in their studies, form meaningful relationships, and develop the skills necessary for their future careers and personal growth.

Research consistently shows that high attendance is directly linked to strong academic performance, university placements, apprenticeships, and successful employment. Employers and universities expect reliability and commitment, which are habits formed through excellent attendance.

Therefore, we expect all Sixth Form students to maintain an attendance rate of 95% or above to ensure they benefit fully from their education and are well-prepared for the next stage of their journey.

2. Attendance Monitoring and Staged Intervention

To support students in maintaining high attendance, we have a structured intervention process:

Stage 1: Attendance between 90% and 94%

- **Action:** A Stage 1 attendance letter will be issued to the student and their parents/guardians.
- **Meeting:** A meeting with the Form Tutor will be arranged to discuss attendance concerns and identify any barriers.
- **Support:** The student will be placed on a Tutor Attendance Report, with fortnightly review meetings to monitor progress. If no improvement is made, escalation to Stage 2 will follow.

Stage 2: Attendance between 85% and 89% or No Improvement from Stage 1

- **Action:** A Stage 2 attendance letter will be issued.
- **Meeting:** A meeting with the Assistant Head of Sixth Form, student, and parents/guardians to address ongoing concerns.
- **Support:** The student will be placed on an Attendance Report with weekly checks, and parents/guardians will receive regular updates. Failure to improve attendance will result in progression to Stage 3.

Stage 3: Attendance Below 84% or No Improvement from Stage 2

- **Action:** A Stage 3 attendance letter will be sent.
- **Meeting:** A formal meeting with the Head of Sixth Form, student, and parents/guardians to discuss continued attendance concerns.
- **Support:** The student will remain on an Attendance Report with weekly reviews. If no improvement is seen, the student may lose their place at St Michael's Sixth Form.

3. Legal and School Obligations

This policy complies with the Department for Education's guidance on school attendance and ensures adherence to all legal requirements. Parents and carers are legally responsible for ensuring

their child attends school regularly. Non-compliance may lead to further intervention, including legal action where applicable.

4. Support for Students

We recognise that some students may face challenges affecting their attendance. We are committed to providing support through:

- **Pastoral Care:** Access to mentoring, counselling, and chaplaincy services to support well-being.
- **Academic Support:** Tailored assistance to help students catch up on missed lessons and coursework.
- **External Support:** Collaboration with external agencies to provide additional guidance where necessary.

5. Communication with Parents and Guardians

We believe strong communication between school and home is essential in promoting good attendance. Parents and guardians will be informed of any concerns promptly and engaged in discussions to ensure their child receives the necessary support.

7. Conclusion

At St Michael's Catholic School, we strive to develop responsible, independent learners who are prepared for the next phase of their education and careers. High attendance is a vital aspect of this preparation, and we expect every student to take responsibility for their commitment to learning. Together, with faith and perseverance, we can ensure that each student achieves their full potential and is ready for the challenges and opportunities ahead.