



QUEEN ELIZABETH'S  
GRAMMAR SCHOOL

# Understanding KS5 Attendance: Year 12 and Year 13

Attendance Information for parents, carers and  
guardians to support student behaviour for  
learning, academic progress and personal  
development

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# Introduction

## The importance of attendance



Dear Parent/Carer

Regular attendance at Sixth Form is a critical and important factor in ensuring that students benefit from their education. It is recognised nationally that those who have lower attendance achieve less well than those with good and excellent levels of attendance across their school life.

At Queen Elizabeth's Grammar School our pastoral and curriculum teams monitor attendance closely and will contact families as any absence immediately stops the students learning and therefore their progress can be affected.

As our policy states, improving and maintaining excellent attendance is everyone's business. At Queen Elizabeth's Grammar School we are here to help parents and carers keep students in school so that they are ready to achieve.

We share information around attendance on an individual and whole school basis. In this booklet we aim to detail some of the facts around attendance and how we communicate, encourage and support attendance. In Sixth Form we encourage students to take responsibility for maintaining good attendance, whilst monitoring and ensuring appropriate support is in place where necessary. This is done through form time notices, telephone calls home and face to face meetings and home visits if required.

Please contact us if you need help, support or advice relating to any attendance and punctuality challenges you face no matter how small, short or long term they may be.

We are here to help, so where possible please inform us of issues that may lead to absence in advance. While we may not be able to authorise an absence, we will where possible, make adjustments so that attendance remains above our target of 95%.

Yours sincerely,

Mrs L Allen  
Head of Sixth Form, Assistant Head

## Attendance Expectations

At QEGS Sixth Form each student is expected to attend school every day for all time-tabled lessons, including Form time starting at 8.50am. We ask parents and carers to support this and contact us if their child is going to be absent, or if there are any attendance concerns, so the appropriate support can be put in place.

In line with our multi-academy trust expectations, we at QEGS provide information through the website and specific individual attendance information through the Go4schools parental portal that can be accessed through any android or iOS (Apple) platforms App or website. In this way, parents and carers can review their child's attendance and follow up any areas of concern. If you need a reminder of your login details or do not yet have these, please contact the Sixth form office.



# Traffic Light Monitoring System

## The importance of attendance

We use a 'traffic light system' to track, monitor and plan actions to improve attendance. The example provided suggests different actions that we may take at different levels of attendance



90-100%

### Attendance levels are good to excellent

Attendance is monitored by form tutors and support provided where necessary

Positive encouragement given to help maintain high levels of attendance and recognise students within this area.



80-90%

### Attendance levels beginning to cause concern

We analyse data and provide reports to tutors to support regular monitoring of attendance/reasons for absence and patterns.

Students of concern are followed up by form tutors to support them in improving.



Below  
80%

### Attendance levels causing significant concern

6th Form leadership have a formal meeting with the student to discuss reasons for absence / barriers to attendance.

Complete an Attendance Agreement.  
Attendance monitored closely for 4 week



No  
improve-  
ment

### If Attendance has not improved

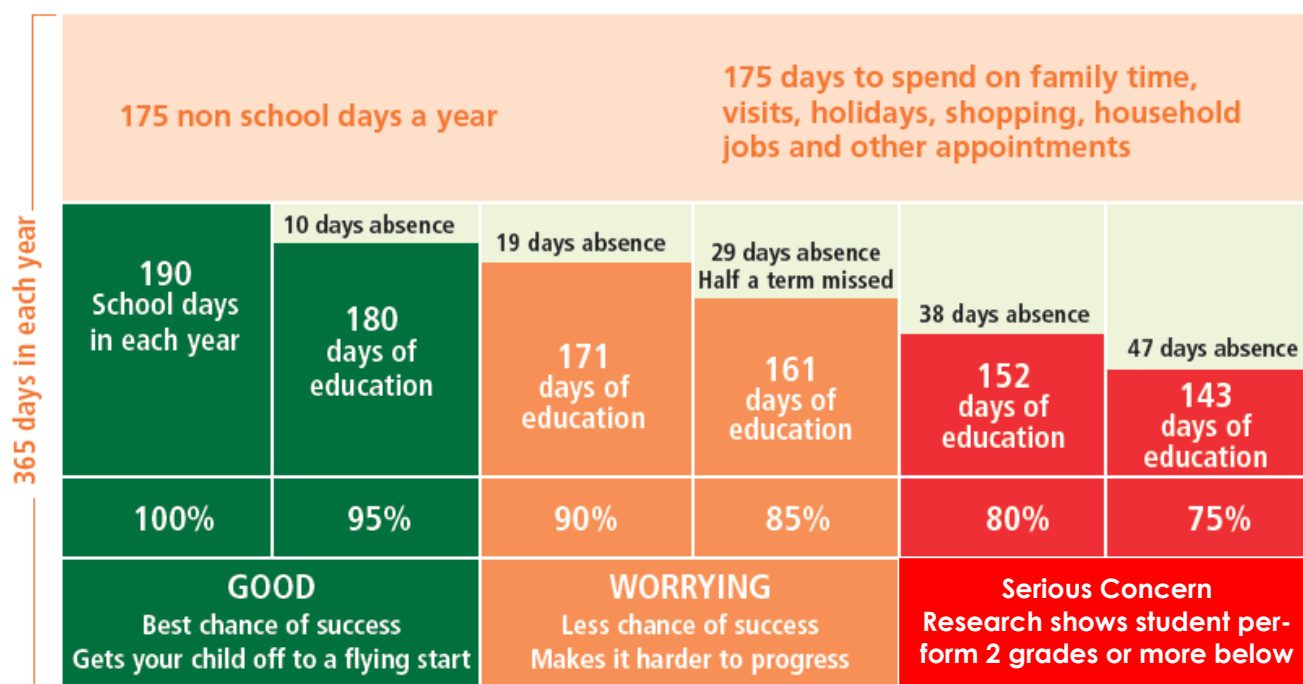
Parents will be invited to an attendance meeting.

An action plan will be agreed and monitored closely for 4 weeks.

The student will have a follow up meeting with 6th form leadership

# What do attendance percentages mean?

## The facts about attendance based upon research



Missing out on lessons leaves students vulnerable to falling behind. Those with poorer attendance tend to achieve less than they would with full attendance.

The Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.

Table 1 puts absence in the context of the days children miss at school based on a school being opened for 190 days per year and Table 2 puts absence in the context of the days children miss at school over a six week period.

**Table 1:**

Days Absence	Year attendance %
9.5 days	95%
19 days	90%
28.5 days	85%
38 days	80%
47.5 days	75%
57 days	70%
66.5 days	65%

**Table 2:**

Days absence	Attendance over a 6 week period (half a term) %
1.5 days	95%
3 days	90%
4.5 days	85%
6 days (average 1 day off every week)	80%
7.5 days	75%
9 days	70%
12 days	65%

## Punctuality as part of good attendance

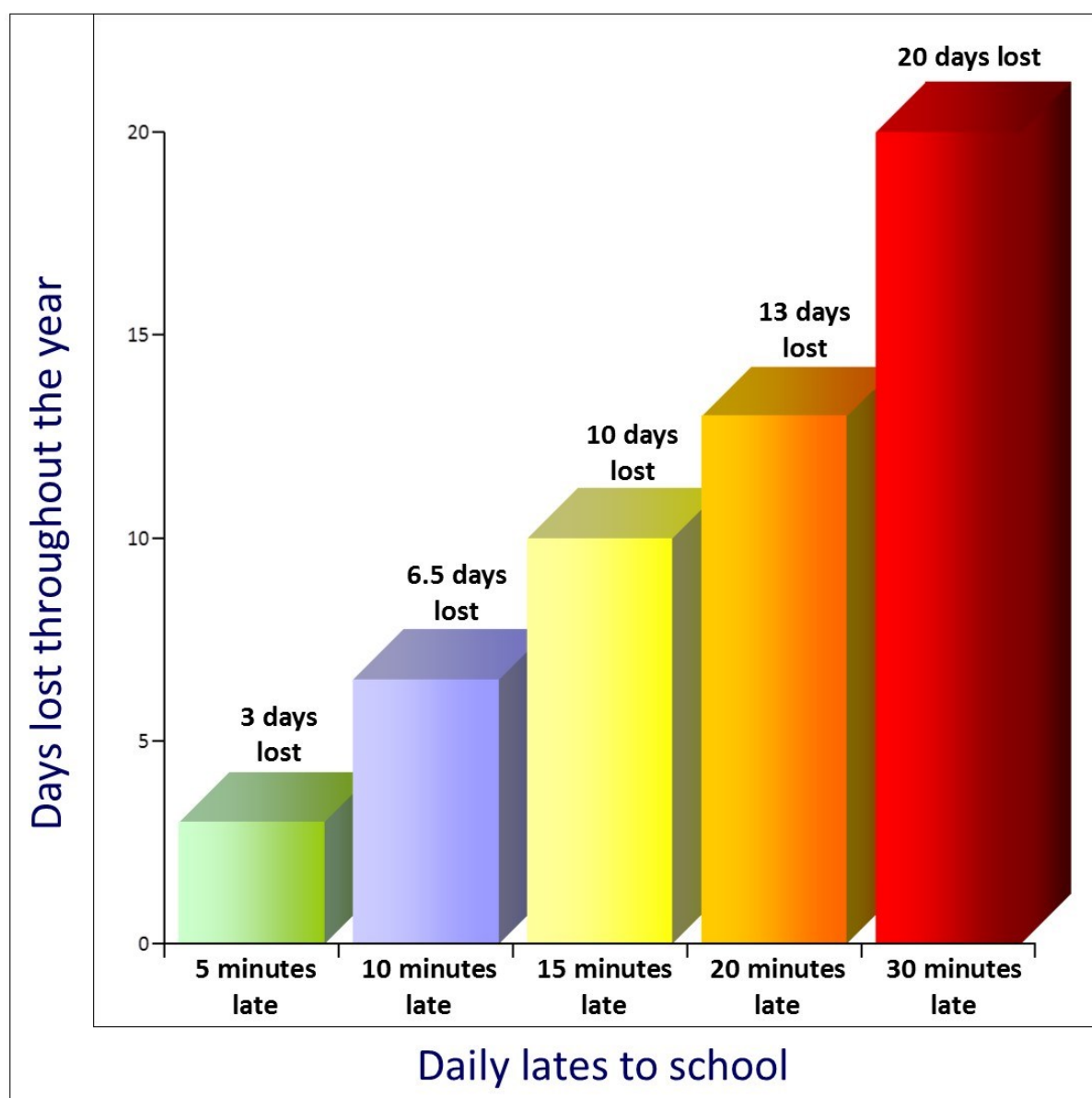
Being on time to school is as important as attendance itself.

At QEGS Sixth Form we have taught lessons right from our start time at 08:50am every day.

We support students in making a positive and organised start to their day in form tutor time as well as delivering assemblies, personal social health education, notices, and careers and future pathways information.

If a student is 10 minutes late to school every day, this equates to 6.5 days of absence in the year.

Being on time and getting in to good habits at school helps set students up for University, apprenticeships and the world of work, as being organised and on time is a key factor for maintaining success later in life.



## Ongoing monitoring and support

### School form tutor periods

At Queen Elizabeth's Grammar School our 6th form tutors promote good attendance and regularly review their form's attendance. Students are encouraged to monitor their own attendance and take early steps to seek support.

### What to do if...

#### **...Your child is unwell and unable to attend school**

If your child is unwell and unable to attend school because of illness, you must phone to report the absence, before 9.00am on every day of absence. Please phone 01335 343685 and press 3 to speak to the 6th Form office or leave a message. Absence for illness will be recorded as authorised.

### What to do if...

#### **...Your child has a medical appointment during the school day**

We request that all medical/dental appointments are sought out of school hours where possible, so as not to impact on learning. However, if your child has an appointment during the school day they should bring a copy of their appointment letter and/or a letter from home explaining the need to leave school early that day. They must sign out at the 6th form reception or Student Services when they leave. Where an appointment is in the morning, students should return after the appointment wherever possible and as soon after the appointment so as to miss as few lessons as possible.

### Other absences...

#### **...If your child is having driving lessons**

Driving lessons must not be booked in lesson time and any booked in free periods must ensure that the student is back to be punctual for their next lesson.

### Unexplained absences...

#### **...If your child is absent without explanation**

We will try to phone you. We will leave a message if unable to get through. Please call us back or send an email to let us know the situation. It is an important safeguarding issue if the location of a student is unknown.



## Letters home

At Queen Elizabeth Grammar School we want parents and carers to be fully informed as to what their child's current attendance is and what needs to be done.

There are a range of letters we use to make contact when attendance begins to cause concern.

These are intended to raise awareness and offer opportunities for support as well as explain where in our attendance system a child is.

Copies of all letters home are kept in a students file so that we are able to monitor the support offered and what other options remain to improve attendance.



## Feedback

At Queen Elizabeth Grammar School we welcome your feedback and ideas.

If you feel that we can do more to support attendance please let us know by completing the online attendance feedback form on our website.

This link can be found on the main attendance page:

<https://www.queenelizabeths.derbyshire.sch.uk/parents/attendance/>

## Contacting Sixth form

**Email:**

**Head of Sixth form:** [allen@queenelizabeths.derbyshire.sch.uk](mailto:allen@queenelizabeths.derbyshire.sch.uk)

**Deputy Head of Sixth Form:** [walkerL@queenelizabeths.derbyshire.sch.uk](mailto:walkerL@queenelizabeths.derbyshire.sch.uk)

**Sixth Form office:** [sixthform@queenelizabeths.derbyshire.sch.uk](mailto:sixthform@queenelizabeths.derbyshire.sch.uk)

**Telephone:**

**01335 343685 Option 3**

