

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN

## The University Academy Holbeach

*Principal: Miss S Paige B.A. (Hons.)*

# Attendance protocol

## **University Academy Holbeach 6<sup>th</sup> form Policy**

This is the Attendance protocol of University Academy Holbeach Sixth Form as part of the University of Lincoln Academy Trust.

### **Sixth Form Attendance Protocol**

University Academy Holbeach takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students. All post 16 courses are intensive and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students also have non-contact periods on their timetables for private study, homework, social time and enrichment activities.

Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least 95% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment.

The academy will strive to provide a welcoming, caring environment, whereby each member of the community feels wanted and secure. All staff will work with students and their families to ensure each student attends school regularly and punctually. The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. To meet these objectives, we will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

### **Sixth Form protocol for attendance**

Aims to:

- Ensure the overall attendance percentage of students is above 95%
- Make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and Governors
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- Provide support, advice and guidance to parents and students
- Develop a systematic approach to gathering and analysing attendance-related data
- Further develop positive and consistent communication between home and school
- Implement a system of rewards and sanctions
- Promote effective partnerships with external services and agencies
- Recognise the needs and support of the individual student when planning reintegration following significant periods of absence

### **Partnership**

#### **What the school expects of students**

- Attend regularly, on time and ready to learn

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- Attend registration, tutor time, all timetabled lessons (including GCSE resit *if applicable*) and enrichment/PSHE
- To tell a member of staff if there is any problem which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours
- Complete an absence request form or email the Sixth Form student manager for permission if they need to leave early or will be absent from school for a full/half day (this is typically for hospital appointment, driving tests and university interviews etc.)
- To ensure you inform your subject teachers if you will be absent from your lessons

### What the school expects of parents/carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school on the first day their child is absent for any reason and then on all subsequent days
- To avoid taking holidays in term time
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- To provide evidence to support absence such as an appointment card/letter, a copy of a prescription slip with name and date visible or medication packaging with name and date visible. Alternatively if none of the above are available a note, signed by the parent/carer, school explaining the reason for absence.

### What parents/carers and pupils can expect from school

- A Sixth form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers

### Absences

Acceptable reasons for being absent from school, set by the Department for Education:

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has toothache and has an emergency appointment
- A day of religious observance by the religious body to which the pupil's parent/carer belongs
- The student is prevented from attending by an unavoidable cause
- There is a close family bereavement
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work

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- University and Employer Open Days – students may attend no more than two of these events in an academic year
- Work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance

### **Unacceptable reasons for keeping a child away from school are:**

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- Sleeping in
- One child is ill, so all are kept off school
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Driving lessons (these are allowed during free periods, but not timetabled lessons)
- Adverse weather conditions

If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence. Leave of absence may not be given to enable a pupil to undertake employment during school hours unless it is to engage in work experience arranged through school.

### **Signing In and Out**

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they sign in and out each time they leave the building throughout the day.

### **Procedures for cancelled lessons**

Sixth Form lessons may not be covered by staff should a lesson need to be cancelled due to staff absence. In this instance the teacher will post work on lessonboard and/or email for the students to access. It is then their responsibility to complete the set work as instructed. Students will be able to access the supervised study room in order to work quietly.

### **In-school procedures**

We are keen to identify attendance concerns at the earliest opportunity to give parents/carers, students and the school the ability to intervene early and prevent further decline. We will do this by following the procedures outlined below;

### **Unexplained absence process**

If a student is absent from school and we have received no communication from either the student or a parent/carer we will contact home via phone call or text message to request a reason. A letter/email detailing any unexplained absences will be sent to the parent/carer if no communication has been received. A reply is requested stating the reason for the students' absence to enable attendance records to be updated; if no reply is received, this will be recorded as an unauthorised absence.

## **ATTENDANCE SHOULD BE 95% or higher**

**Important:** If a student's attendance falls below 90%, they may be required to pay for their own exam entries, as poor attendance is a breach of Sixth Form expectations.

### **Attendance Expectations**

- Students are expected to maintain an attendance rate of 95% or higher.
- Full attendance to all timetabled lessons across the academic year is essential to ensure strong academic progress.

### **Cause for Concern Process**

#### **Stage 1 – Tutor and Assistant Learning Coordinator Monitoring**

**Trigger: Attendance falls between 94% – 90%**

- Student will be monitored through mentoring meetings with their Tutor and Assistant Learning Coordinator.
- Strategies to improve attendance will be discussed, and progress will be reviewed regularly.

#### **Stage 2 – Meeting with Learning Coordinator Team**

**Trigger: Attendance falls to 90% or below**

- Student will be invited to a formal meeting with the Learning Coordinator Team.
- Meeting provides an opportunity to discuss issues/barriers impacting attendance and agree support measures.
- An Attendance Contract will be signed by the student.
- Parents/carers will receive a letter confirming the meeting and the agreed actions.
- Attendance will be monitored closely for 5 weeks or a full term.

#### **Stage 3 – Parental Meeting and Supervised Study**

**Trigger: Attendance falls to 85% or below**

- Parents/carers will receive a letter inviting them into school for a meeting with the Learning Coordinator.
- During the meeting, barriers to attendance will be discussed, and targets/support actions will be agreed.
- A Student Attendance Agreement will be signed by both student and parent/carer.
- The student may be placed into supervised study to support progress and improve attendance.
- Attendance will be reviewed over a 12-week monitoring period.
- If significant improvement is achieved, no further action will be taken.
- If attendance does not improve, further intervention will follow, as outlined in the meeting.
- Reminder: Students below 90% attendance remain at risk of being charged for exam entries.

#### **Stage 4 – Continued Failure to Meet Attendance Requirements**

**Trigger: Persistent absence and failure to engage with interventions**

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- Student may be asked to leave Sixth Form if attendance does not improve.
- Disciplinary proceedings will be decided by the Head of Sixth Form.
- Parents/carers will be fully involved in the process.

### **Holidays in Term Time**

- Government legislation does not permit students to be taken out of school during term time, as this negatively impacts academic progress.
- Holidays will not be authorised during term time.
- Parents/carers may apply for exceptional circumstances by completing a Request for Exceptional Term Time Leave Form at least 20 school days prior to the absence.
- Applications will be reviewed by the Head of Sixth Form, whose decision is final.
- Parents/carers will be notified of the decision in writing or verbally, and the absence will be recorded on the school system.

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University Academy Holbeach

*Principal: Sheila Paige BA. (Hons.)*

## **Sixth Form Behaviour and Anti-Bullying protocol**

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### Introduction

Staff have the statutory authority to discipline students whose behaviour is unacceptable at the University Academy Holbeach. Pupils should follow all rules at the Academy and are expected to follow a reasonable instruction (section 91 of the Education and Inspections Act 2006) by members of staff.

The Post-16 behaviour policy aims to promote outstanding relationships which will enhance good behaviour, self-discipline and respect; as well as minimising bullying and developing the skills and abilities required to make the next steps in education, training or employment. We wish to enable every student to complete work to the very best of their ability so that they can achieve their 'personal best', in a positive environment that supports students through their journey into adulthood.

Every member of the school community is expected to behave in a considerate way towards others. All students are treated fairly, and this Behaviour Policy is applied in a consistent way.

### Expectations

Students within the Sixth Form are considered young adults who should set a model of good behaviour for students in younger years. As such, they are considered to be able to make informed choices about their conduct.

1. Attendance at all lessons (**6th form Attendance policy**)
2. Punctuality to all lessons (**6th form Attendance policy**)
3. Responsible behaviour in and around the school
4. Adherence to the expectations for Sixth Form, including dress code (**6th form Uniform policy**)
5. Respect for all within the school community
6. The completion of all schoolwork on time.
7. Refrain from behaving in a way that brings the school into disrepute, including when outside school or online.

In the first instance, low level Sixth Form learning, behaviour, attendance and punctuality issues will be dealt with by the class teacher and will often involve a conversation between the teacher and student or a telephone conversation or meeting with the parent or guardian.

- Where a student is repeatedly failing to meet the Home School Commitment within a specific subject a concern will be raised with the Head of Department for their support in resolving the concern and ensuring that the Sixth Former meets his or her commitments.
- If the intervention of the HOD does not resolve the situation the relevant ASC/LC will be informed.
- At this point the student will then be placed on the first stage of the Sixth Form Disciplinary Process which is shown on the next page. The Sixth Form Disciplinary Process is a clear, tiered approach which aims to support students to make good choices regarding their behaviour and learning.

The process escalates from Stage 1 Monitoring to Stage 5 where a student may be asked to leave the Sixth Form if they have continually failed to meet the commitments as laid out in the Home School

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Commitment. The process ensures all relevant parties are involved including students, parents or guardians and staff.

In some situations, an incident may be deemed 'serious' and the Sixth Form Disciplinary Process may require to be circumvented.

### **Sending off site**

This is an extremely serious sanction and is not used lightly.

Every effort will be made to inform Parents when a student is asked to leave the site and a parent meeting will usual follow this.

### **'Serious incidents' can lead to Sixth formers facing:**

1. SLT disciplinary panel
2. Fixed term exclusion
3. Sixth Form place withdrawn

Where a serious incident occurs the member of staff involved will complete an incident report as soon as possible so that an investigation can be undertaken by the relevant members of the Sixth Form team.

### **Mobile Phones and Electronic Devices (Sixth Form)**

This section must be read in conjunction with the Academy's whole-school Behaviour Policy. It reflects the Department for Education guidance on mobile phones in schools (January 2026), which makes clear that schools must implement clear, consistent and enforceable approaches to mobile phone use during the school day.

While Sixth Form students are afforded greater independence in recognition of their age and maturity, this independence does not override the Academy's responsibility to safeguard students and maintain a calm, orderly and purposeful learning environment. Expectations for Sixth Form students must not undermine the wider phone-free culture of the Academy.

### **Permitted Use**

- In the Sixth Form Common Room.
- In the Sixth Form Study Centre, strictly for educational purposes only.
- Where a student has a formally agreed medical reason (e.g. Individual Health Care Plan), in line with agreed arrangements.
- To enter and exit the school site at authorised times during the day.

All use must be responsible, respectful, and must not cause disruption, distraction, or safeguarding concerns.

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### **Prohibited Use**

- In main school areas.
- In corridors within the Sixth Form block.
- During lessons, unless explicitly directed by a member of staff for a defined educational purpose.
- In any location where their use undermines the calm and purposeful environment of the Academy.

Parents/carers are requested not to contact students directly during the school day unless absolutely necessary. Urgent messages must be communicated via the Sixth Form Office to ensure safeguarding procedures are followed.

### **Breach of Expectations**

- If a Sixth Form student is seen using a mobile phone in a prohibited area, the device will be confiscated immediately.
- Confiscated devices will be stored securely in the Sixth Form Office.
- Devices will be returned at the end of the school day, or earlier if the student is legitimately leaving site.
- Failure to comply with a reasonable instruction to hand over a mobile phone will be treated as defiance and escalated in accordance with the Sixth Form Disciplinary Process.
- Persistent breaches will be treated as a serious behavioural concern and may result in the removal of a student's Sixth Form place.

### **Serious incidents include,**

1. Persistent and continued disruption
2. Outright defiance
3. Serious and/ or continued bullying
4. Fighting
5. Violence or assault
6. Sexually inappropriate behaviour
7. Using or being under the influence of drugs or alcohol
8. Smoking on site
9. Being in possession of drugs or alcohol
10. Supplying drugs
11. Bringing or being found in possession an offensive weapon or illegal substances
12. Bringing 'outsiders' onto Academy property in order to threaten or create conflict
13. Threatening or aggressive behaviour: physical or verbal
14. Racist, homophobic, sexist or discriminatory language or behaviour
15. Deliberate involvement in or instigation of conflict
16. Verbal abuse towards a peer or adult
17. Stealing
18. Possessing stolen property
19. Vandalism and the destruction of property
20. Cheating in a test or exam

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### **Use of Drugs and Alcohol**

Drugs, alcohol and smoking are strictly forbidden on site. Should any member of staff suspect that a student is under the influence of an illegal substance or legal high (drowsiness, inability to concentrate, violent mood swings, rolling eyes, smell of alcohol or cannabis on their clothes/breath) the student should be referred immediately to the Senior Leadership Team member on duty who will corroborate the judgement of the member of staff and remove the student to the designated first aider. After being assessed by a first aider, parents will be informed by telephone and the student accompanied home. Should the student be found abusing an illegal substance on the school site, exclusion is the likely outcome. Sixth Formers selling or encouraging others to abuse illegal substances will face permanent exclusion from University Academy Holbeach.

### **Sixth Form Behaviour Interventions**

This policy uses four stages to mirror the Sixth Form Attendance Cause for Concern process.

#### **Stage 1 – Initial Concern**

- Concerns are recorded on the SIMS system by the member of staff.
- Depending on the nature of the concern, a conversation may take place between the student and a member of the Sixth Form team.
- If necessary, the concern is passed to the Learning Coordinator (LC) or Assistant Learning Coordinator (ALC) for further discussion.
- Behaviour and attendance will then be monitored.

#### **Support Measures**

Tailored support will be provided, depending on the circumstances and the individual student. This may include:

- Meetings with the Sixth Form team to discuss progress, study skills, and next steps.
- Placement 'on report', allowing the Sixth Form team to monitor lesson progress. Reports must be handed to the form tutor during tutor time.
- Parents may be contacted at this stage to alert them to concerns.
- The UAH Scaling system may be used if appropriate.

#### **Stage 2 – Formal Warning (LC/ALC)**

- The student will attend a formal meeting with an LC/ALC.
- A verbal warning will be issued.
- Parents will be contacted and may be invited to attend.
- A letter will be sent home outlining the concerns.
- Specific targets will be set, and the student may be placed on Pastoral Monitoring/Report.

#### **Stage 3 – Senior Leadership Intervention (Head of Sixth Form)**

- The student will attend a formal meeting with the Head of Sixth Form and another member of the Sixth Form team.
- Parents will be asked to attend this meeting.

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- A final warning will be issued, and a letter will be sent home confirming the concerns and agreed actions.
- Specific targets will be set and monitored closely.
- If there is insufficient improvement, the case may be referred for withdrawal of the Sixth Form place.

### Withdrawal of Sixth Form Place

The Principal may decide that permanent exclusion is necessary where:

- All other steps to encourage positive behaviour have failed; or
- Allowing the student to remain would be seriously detrimental to the education or welfare of others.

### Detentions:

- An afterschool detention may be issued in extreme circumstances (e.g. where a lesson has broken down due to student behaviour following previous warnings).
- The member of staff must record on SIMS the actions they took prior to issuing the detention.
- Afterschool detentions must not be issued for failure to complete work or forgetting equipment.

### Exclusion may also occur as a result of serious or persistent behaviour, including:

- Homophobic, sexist, or racist bullying.
- Serious actual or threatened violence against a student or member of staff.
- Sexual misconduct.
- Supply or possession of illegal drugs.
- Carrying an offensive weapon.

### Rewards Framework

We are committed to ensuring that all students, regardless of ability, have the opportunity to be recognised and rewarded.

- Staff are encouraged to praise students regularly through verbal praise, phone calls, texts, or praise letters home.
- For outstanding achievement, monetary reward vouchers may be awarded to highlight our pride in student effort and success.

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I agree to adhere to the University Academy Holbeach 6th Form Behaviour Policy at all times.

..... Print name (Student)

..... Student Signature

..... Print name (Parent)

..... Parent Signature

..... Date