SIXTH FORM
AT HORSFORTH

Attendance and Engagement Policy

Last Reviewed	New
Next Review Date	November 2028
Ratified by the Trustee Board	November 2025

Sixth Form at Horsforth, Horsforth School, Lee Lane East, Leeds, LS18 5RF
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Contents

1. Aims and Context

At the Sixth Form at Horsforth, we are highly focused on the pursuit of excellent student attendance and punctuality. Everyday a child is absent is a lost opportunity. We expect all students to attend every day and on time. We know that excellent attendance is vitally important for attainment, life chances and employment prospects. We, therefore, work towards a set school target of 96% or above for attendance for all students.
Reducing absence and persistent absence is a vital and integral part of the school's work to:

- Promote safeguarding and wellbeing
- Promote student welfare, social and emotional development
- Ensure every student has access to a full-time education
- Ensure that all students succeed by being exposed to a wide range of opportunities
- Ensure all students reach their full potential and reach the outcomes they deserve

Students in the Sixth Form are given increased flexibility in their timetable to reflect the transition from compulsory school to Higher Education however research from the DfE demonstrates that 'there is a clear link between poor attendance at school and lower academic achievement.' Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%.

The school will use every opportunity to convey to students and their parents/carers the importance of regular and punctual attendance.

Attendance is a whole school matter, and all members of staff have a responsibility to carry out their duties as outlined in this policy.

Parents/carers to carry out their duty and ensure their children attend Sixth Form every day, on time.

The Sixth Form works with a variety of external agencies including the Targeted Service Attendance Team at Leeds City Council and Horsforth Children's Services. This policy is written to reflect their guidance and that from the Department for Education: School Attendance.

At the Sixth Form at Horsforth, we aim to:

- To maintain the overall percentage attendance of our students to above 96%
- Highlight the importance of punctual attendance to all members of the school community
- Work within a set of staged and consistent protocols for Year 12 and Year 13 students so as to support attendance intervention at every level
- Employ systems which raise awareness, challenge, intervene and support students with low attendance or poor punctuality
- Employ sympathetic systems for students with long term absence
- Employ systems to reward and praise excellent attendance
- Work in partnership with parents/carers and/or external agencies to prevent low or non-attendance and to support or promote excellent attendance.

Legislation and Guidance
This policy is based on the Department for Education's guidance; Working together to improve school attendance, OFSTED publication; Improving attendance and punctuality and the input from our sixth form community.

2. Evaluation

This policy will be evaluated every three years by the Trustees to ensure it is fit for purpose. Legislation and circumstance may require frequent modification to specific procedures

3. Authors

This policy is written and reviewed by Oliver Watkins, Assistant Headteacher and Director of Sixth, and The Sixth Form Attendance Officer It was reviewed and updated November 2025

4. Procedures

All procedures to support this policy are appended:

Appendix 1 - Responsibilities linked to attendance.

The role of the Trustees

Trustees have a responsibility to support, challenge and monitor all aspects of the Sixth Form work on attendance. Specifically, they will:

- Monitor the Sixth Forms attendance data
- Hold those to account for management of procedures and interventions
- Will be available to attend an Attendance Panel meeting with parents/carers as appropriate

The role of the Headteacher

The Headteacher will provide:

- A safe environment that encourages good attendance
- A varied, broad, motivating and inclusive curriculum for all students

The role of the Assistant Headteacher – Director of Sixth Form

The Assistant Headteacher is the designated member for the Leadership Team who has specific responsibility to lead and oversee attendance at Sixth Form. Specifically:

- Lead and support the implantation of this policy and all procedures within it
- To line manage the Sixth Form Pastoral team (Assistant Director of Sixth Form, Student Support Officer (SSO), Sixth Form Administrator, Attendance Officer and Sixth Form Careers and UCAS Coordinator)
- Lead and support the implantation of attendance incentives
- Hold those to account for management of procedures and interventions
- Monitor and evaluate the effectiveness of procedures
- Analyse and review attendance data reports
- To manage safeguarding concerns around non-attendance or children missing education

The role of the Sixth Form Attendance Officer (SFAO)

The SFAO has specific oversight and responsibility for attendance and punctuality. Specifically:

- Ensure attendance is a high priority for all members of the Sixth Form community
- Challenge and maintain excellent standards of punctuality
- Hold students accountable for excessive absences or lack of punctuality (same day detention)
- Track, monitor and evaluate the Sixth Form's attendance and punctuality data
- Fortnightly intervention meetings with the Student Support Officer for Sixth Form
- Fortnightly meetings with the DoSF to monitor attendance and data tracking
- Analyse and produce attendance reports
- Implement attendance incentives and strategies
- Action letters, hold parent meetings and liaise with staff regarding student attendance
- Maintain the Attendance and engagement policies
- Monitor and action the urgent missing protocol
- Arrange and lead attendance interventions
- Assist the SSO in preparing a support package on a student's return from long term absence
- Monitor daily absences and communicate with Parents/Carers
- Liaise with external agencies including the Leeds City Council Targeted Services Attendance Team and Children Missing Education – Where applicable.

The role of the Student Support Officer: SSO: Year 12/13

Each year group's attendance and welfare are supported by our SSO
Specifically, they will:

- Monitor and act upon attendance and punctuality data of their year group in consultation with the Attendance Officer
- Support interventions, liaise with students and home
- In collaboration with the Attendance Officer will advise on Action Letters, support parent meetings and liaise with Form Tutors and Subject Staff
- Prepare a support package on a student's return from long term absence

The role of the Attendance Strategy Lead (ASL)

- To review attendance data and strategy on a termly basis
- To liaise with the SFAO and SSO regarding attendance actions
- Bi-weekly meetings with SFAO

The role of the Assistant Director of Sixth Form Year 12-13:

- Quality assure the early intervention of Tutors and to hold Tutors to account
- Work closely with the SSO and SFAO, sharing information and concerns
- Liaise with Tutors and subject staff where long-term absence occurs; liaise with home over appropriate work and be part of a reintegration process

The role of Form Tutors Year 12-13

Tutors see their form group daily. They are ideally placed to assess a student's immediate wellbeing. They will analyse weekly attendance data, pick up early concerns and initiate early intervention. Specifically, they will:

- Use the SIMs register procedures with accuracy
- Monitor the individuals in their form and any attendance patterns that occur and liaise with the SFAO
- Have discussions with students in their form about attendance at every level
- Using the 1-hour non-contact time to initiate any early interventions
- Action any periods of lateness to lessons or tutor time with the corresponding lozenge on Class Charts

The role of Teachers and Associate Staff

- Be a positive role model in his/her own attendance and punctuality
- Create a safe and purposeful learning environment
- Report concerns to the Sixth Form Team, liaise with SSO.
- Follow urgent student missing protocols for safeguarding purposes
- Ensure correct red flagging procedures have been carried out for trips, activities and interventions.

The role of Parents/Carers

Students are able to achieve success when parents /carers work in partnership with the school.
We specifically ask that you:

- Ensure your child is fully prepared for Sixth Form each morning - a good routine allows students to establish a healthy sleep/wake cycle preparing them for the days learning.
- Sixth Form students must be in tutor time each day by 8.25am
- Do not allow your child to be absent from school for trivial reasons
- Contact school on the first day of absence and any subsequent day of absence
- Provide notes for absence and medical evidence of appointments and illnesses
- Liaise with the Attendance Officer or SSO if you have concerns or need support

- Attend meetings and respond to letters and/or calls

The role of students.

Students must:

- Aim for 100% attendance: only be absent through genuine illness
- Arrive at school no later than 8.25am, fully prepared for the day
- Speak to their Tutor or SSO if they are worried, stressed and have concerns
- If feeling unwell, which may mean leaving school early or missing a lesson - see The Sixth Form Attendance Officer and/or The Sixth Form administrator, Director of Sixth Form/Assistant Director of Sixth Form or Student Support Officer

Appendix 2 - Attendance Matters

Promoting attendance is part of our commitment to raising high levels of achievement. Every lesson does count for your child; children fall behind quickly even if one day is missed. Good attendance at school is linked to achievement, strong peer relationships, social skills, a good work ethic and a safe lifestyle

Some Key Facts:

- 90% Attendance seems to be pretty good, however what that actually means is that a student is absent from school for the equivalent of **one half-day every week.** If a student continues to attend for only 90% of the time, then over five years they will miss the equivalent of **one half of a school year** (2 Grades lower at A-level).

- 80% Attendance again seems very good, however what that actually means is that a student is absent from school for the equivalent of **one day every week.** If a student continues to attend for only 80% of the time, then over five years they will miss the equivalent of **one school year.**

- Students have 13 weeks of school holidays. Please do not request exceptional leave of absence for a family holiday in term time. This will not be authorised.

Appendix 3 - Procedures for Parents/Carers

Absences need to be confirmed by Parent/Carers and must be reported to sixthform@horsforthschool.org each day of the absence unless it is a planned absence. Planned absences must be reported using the Leave of Absence Form. We cannot approve a planned absence unless it is reported by a parent/carer, if a student self reports and absence we will not be able to approve the absence until a parent/carer has confirmed the absence. Students can self-report medical appointments, interviews and open days but, must show appointment confirmation. Parent/carers are not required to provide confirmation unless they are in excess.

ATTENDANCE CODES

Code	Title	Impacts attendance	Description	Reporting procedure
C	Other Authorised Circumstances	Yes	Circumstances where an absence is authorised but will affect attendance such as a funeral or wedding	Leave of Absence Form is required.
G	Family Holiday (Not agreed or in Excess)	Yes	Holiday not agreed	Leave of Absence Form is required.
H	Family Holiday (Agreed)	Yes	Holiday agreed in exceptional circumstances at the headteacher's discretion	Leave of Absence Form is required.
I	Illness (Not medical / dental)	Yes	Absence due to illness	Report to 0113 226 54 54 or sixthformattendance@horsforthschool.org each day of the absence
J	Interview	No	Interviews for full time employment, apprenticeships or university	Leave of Absence Form is required.
M	Medical / Dental appointment	Yes	Medical / dental appointments.	Report to 0113 226 54 54 or sixthformattendance@horsforthschool.org Students can self-report medical appointments, but must show appointment confirmation. Parent/carers are not required to provide confirmation unless they are in excess.
R	Religious observance	No	Absence needed for a religious observance such as Eid or Passover.	Leave of Absence Form is required.
T	Traveller Absence	No		Leave of Absence Form is required.
U	Late to school (after 8.30)	Yes	Late to school (after 8.30am)	Report to sixthformattendance@horsforthschool.org if this is due to unforeseen circumstances beyond control
V	Visit – Educational / Employment	No	Such as visiting a university open day or apprenticeship fair	Report to 0113 226 54 54 or sixthformattendance@horsforthschool.org Students can self-report but, must show appointment confirmation. Parent/carers are not required to provide confirmation unless they are in excess.
W	Work Experience	No	Arranged through school.	Where time out of school is required for outside of work experience week report to sixthformattendance@horsforthschool.org and the work experience coordinator.
X	Post 16 not required to attend	No	Applied at the discretion of the Sixth Form pastoral team and in accordance with our list of approved activities.	

Appendix 4 - Monitoring of Attendance and Punctuality

Ongoing:

Form Tutors review and monitor absence of students on weekly /daily basis. Tutors report any concerns either directly to home or to SFAO/SSO. Early interventions will be initiated (See appendix 5)

Fortnightly:

The SFAO for the Sixth Form meets with the SSO and Director of Sixth Form to review the attendance and punctuality of the cohort and individual students and key groups. Discussion and employment of the actions on the staged approaches (See appendix 5)

Termly:

The SSO and SFAO meet with the ASL to review attendance figures and actions.

Annually:

The Assistant Headteacher will prepare analysis of the Sixth Form attendance figures for the School Evaluation Process. Sixth Form Attendance Targets are set for the following year.

Appendix 5 - Staged Intervention Procedures

Our Sixth Form follows a structured set of staged intervention procedures to address attendance and punctuality issues, ensuring consistent and fair management. These procedures serve as a guideline to help students improve their time management and commitment to their education. However, we recognise that extenuating circumstances may require a more flexible approach. In such cases, the Sixth Form Team has the discretion to deviate from the standard procedures to best support the individual needs of the student.

	ATTENDANCE	
	Trigger Point	Intervention
1	Attendance falls to 96%	Letter home to warn that attendance is at risk of falling below target - tutors to have a discussion with student to see if there is any additional support required
2	Attendance falls to 93%	Letter home to warn that attendance continues to be below target - Intervention discussion with student and Student Support Officer. Sixth Form Attendance Officer arranges telephone meeting with Parents/Carers to discuss support measures
3	Attendance falls to 90%	Student is now considered a persistent absentee; a meeting is scheduled with the student to create an attendance plan
4	Attendance falls to 85% or lower	Attendance meeting is scheduled with Parents/Carers, the Attendance Officer, Student support officer and Assistant Director of Sixth Form. An attendance contract is agreed, and support measures are implemented
5	Attendance consistently declines after intervention	Attendance panel with Director of Sixth Form and Attendance Officer

The Sixth Form at Horsforth, we place a high value on punctuality as it is essential for fostering a disciplined and productive learning environment. Arriving on time demonstrates respect for the educational process and ensures that all students can fully participate in their lessons without disruption. We understand that occasional lateness may be unavoidable due to unforeseen circumstances. However, we strongly encourage students to prioritise punctuality to cultivate good habits that will benefit them in their academic and future professional lives. In the event a student is late due to circumstances beyond their control, please let us know on sixthformattendance@horsforthschool.org as soon as possible so that we can understand the situation and provide any necessary support.

PUNCTUALITY	
Late to school (After 8.30am)	If a student arrives late to school this will result in a 20-minute same day Break time detention (20 minutes). This will be logged on class charts.
Late to lesson	Arriving late to lesson beyond 5 minutes will result in a late mark and a negative point on class charts. Accumulating lates may result in a further sanction.

Appendix 6 - General Attendance Procedures for Staff

First 5 Minutes	All staff to take registers within the first 5 minutes for safeguarding
Codes	Student present: code with / Student late to lesson: code with L and assign a behaviour point. Student absent: code with N
No missing marks	Do not leave any missing marks
Save and close register	Ensure you save and close the SIMs page within 5 minutes
Student Missing	If a student has not arrived and was marked present in previous lessons, immediately email the _URGENT STUDENT MISSING team. Give student full name, year group and location

Red Flag

Students absent from timetabled lessons or off site	Email the Sixth Form Team with the Names of the students and the reason for red flagging on SIMS
Trips	Before leaving site, register students using a paper register and ensure these go to the Attendance Officer
Cancelled lessons	If your lesson is cancelled due to unforeseen circumstances, please email the Sixth Form Team

REWARDS

Achievement Points	Sixth Form staff may choose to award achievement points for excellent attendance or most improved attendance
Tutor Praise	Tutors will praise individuals in Form time, small groups or in assembly
Congratulatory Text home	Sent to praise 100% attendance or most improved: Best Form attendance
100% Attendance	Award prizes to students with 100% attendance each term.
96% Attendance or above	All students who achieve 96% attendance or higher will be entered into prize draws at the end of each term.
Ongoing	Celebrate all form groups attendance and runs incentive campaigns

Appendix 7 – Returning to Sixth Form Following Sustained Periods of Absence

To ensure a smooth return to Sixth Form following a sustained period of absence, we may decide to implement a phased return or attendance plan. These will be created with the student and Parent/Carers to ensure there is adequate provision in place to support the student upon their return.

These are issued at the discretion of the Sixth Form and may require supporting evidence such as a sick note.

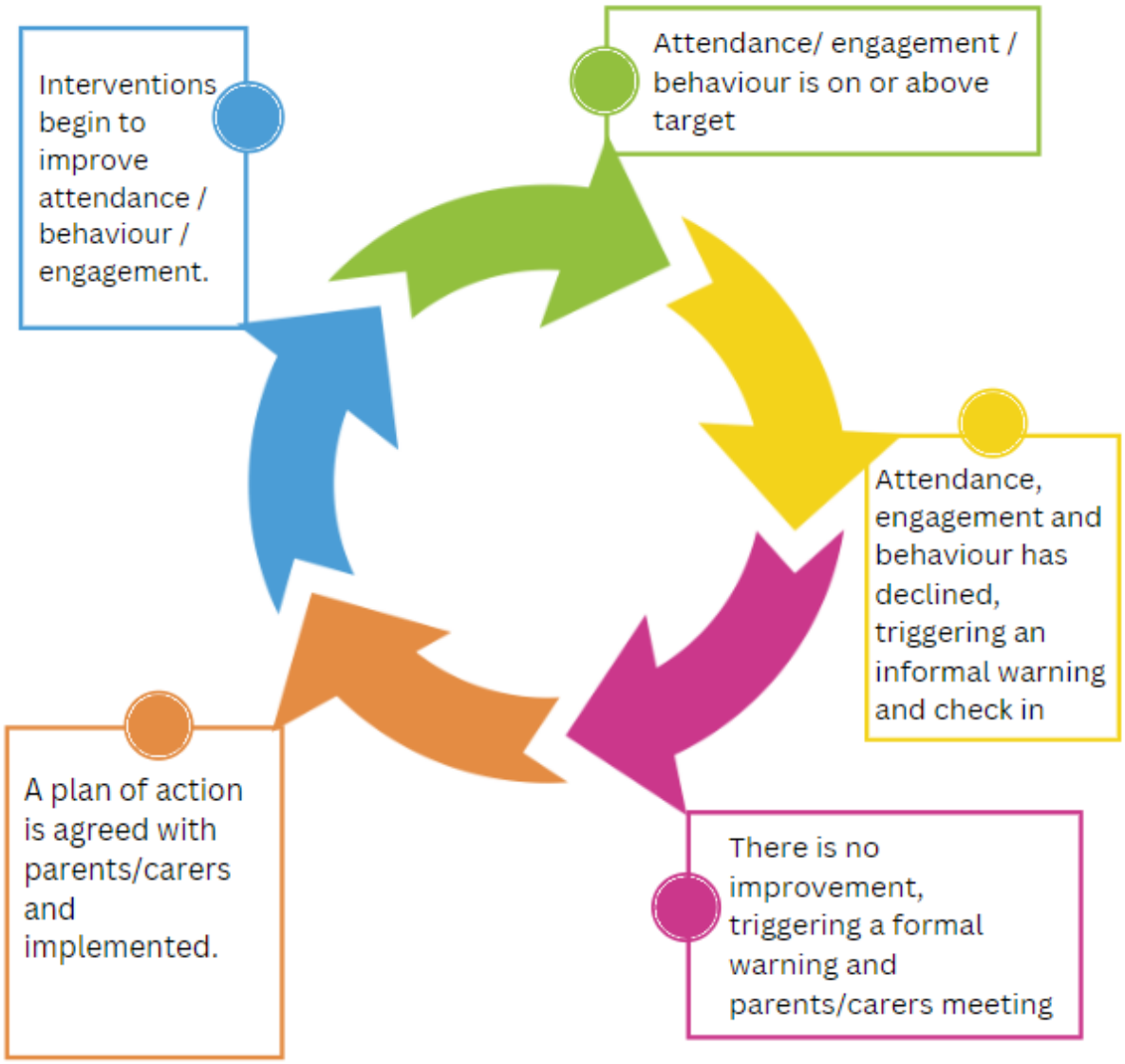
Any phased return will be subject to approval from the Director of Sixth Form.

Parents/Carers are encouraged to contact the Form Tutor or Sixth Form Team at school as soon as possible if they have concerns about their child's welfare. Within school, a range of support strategies are utilised to remove barriers to learning and improve attendance.

This list is not exhaustive but may include:
- A welcome ethos and a school which is safe and secure
- A sensitive approach to individual needs of our students
- Reintegration meetings
- Reintegration support plan
- Personalised timetables
- Twilight sessions
- In-school support from a variety of staff
- Small staff briefing
- Regular parent meeting/update
- Referrals for counselling
- Personal Development sessions
- Time out passes
- Medical pass / toilet pass
- Mentoring
- Peer Buddy
- Close working relationships with a range of external agencies such as Horsforth Children's Services
- Meeting with SENDCo if appropriate
- Learning Passport
- Referral to LINK room as respite/ catch up/ 1:1
- Library referral
- Medical Care Plan for school
- Management of medicines in school
- Risk Assessment
- Safety Plan
- Referral to alternative provision

Appendix 8 – Resolution Pathway

Our aim in the sixth form at Horsforth is to foster resilient students who overcome challenges. Through our resolution pathway, our staged intervention procedures provide the necessary support to enable to overcome challenges and maintain high levels of engagement, attendance and punctuality.



Appendix 9 – Supporting information

Safeguarding / Child Protection:

- Sixth Form Tutors should follow the guidance and policy set out in the staff handbook.
- Any child protection concerns that arise should be noted immediately to the Sixth Form team, who will then liaise with the Deputy Headteacher
- All KS5 staff must read the confidential student information list that will be circulated to all teachers of Y12/13 in September and updated as appropriate.

Attendance

All students sign a Learning Agreement at the beginning of both Y12 and Y13, confirming that they have read the Attendance Policy, and the Partnership Agreement, both found in the Sixth Form Planner. The attendance policy is outlined below with additional guidance on acceptable reasons for absence and guidance on how absence is followed up. **This document can also be found on our website.**

The Attendance Policy

- Sixth Form students register **every** morning at 8:25am.
- Students will have an individual meeting with their personal tutor at least once every half term.
- Y12 sand Y13 PSHCE is each Thursday week 2 period 3
- We expect **punctual attendance** to all lessons, including PSHCE, registration and tutor meetings.

A poor record of attendance/punctuality may lead to the withdrawal of attendance concessions, exam entries and ultimately a student's place within the sixth form being reviewed.

Attendance concessions: Students should arrive in sufficient time for their first lesson. Students may leave before the end of normal school, once their lessons have finished, or between lessons during the day. If students wish to leave school due to feeling unwell, they must follow the onset of illness procedure and swipe out at the front of the sixth form building.

Absence: All absence should be communicated by a **parent/carer** by either writing, telephone (0113 2265454) or email sixthformattendance@horsforthschool.org. For absence that cannot be foreseen, the Attendance Officer should be notified before 8:00am on **EACH** day of absence.

Authorised Absence
The following are examples that are considered acceptable reasons for authorised absence.

- A medical e.g. hospital appointment that cannot be arranged out of school hours – this would **NOT** normally include a dentist or a doctor's appointment – proof of this will be requested.
- A visit to a university to attend an open day or interview
- A religious holiday
- A funeral
- An interview for **FULL TIME** employment
- A driving **test**
- A driving theory **test**
- A work experience placement
- Participation in an extra-curricular activity which reflects a significant level of personal achievement.

The following reasons are examples that would **NOT** be acceptable.

- Holidays/social events taken during term time.
- Routine medical appointments (acceptable in non-contact periods)
- Driving lessons (acceptable in non-contact periods)
- Missing lessons to complete coursework/ homework/ revision
- An interview for part time employment

Designating these circumstances as an approved absence is at the discretion of the Sixth Form.

Following up student absence

Student absence/punctuality will be addressed in the following ways: (See below)

It is vital that absences are reported; unreported absences are classified as unauthorised and will affect overall attendance targets and may trigger a home visit.

You will be contacted by school if your child's attendance falls below 96%, the school will apply its interventions and staged procedures thereafter.

If there are concerns, absence may not be authorised without relevant or medical evidence (for example, a medical appointment card or information from your practitioner).

We will always work with you and your child to support long term absence and reintegration into school.

Appendix 10 – Late to school / lessons procedures

Excellent Punctuality is vital in a child's education. This sets the tone for the day and prepares students for the world of work. Being on time is a basic expectation of all students. Lateness to lesson has a negative impact on the students learning experience. They miss the lesson objectives and key instructions for activities, and it disrupts the teaching and learning of an entire class.

If a student is late 10 minutes each day, this equates to nearly 7 full days of absence over a school year!

The school recognises that there will be "one off" occasions where lateness to school was beyond student or parent/carer control and the following policy allows for this. However, persistent lateness will not be tolerated, and it will be sanctioned in accordance with this policy.
Parents/Carers have a responsibility to ensure that their child is punctual to school, and we expect parents/carers to support this policy by working in partnership with the school if their child is late.

If there is an unforeseen circumstance which will result in the student being late to school, please notify us on sixthformattendance@horsforthchool.org

Appendix 11 – First Aid Procedures – Staff Guide

Teachers to keep students with minor ailments and manage in the classroom.

Headaches, stomach aches, nausea, coughs, colds and sore throats etc. There is nothing an emergency First Aider can do for these students:

- Allow the student to sit near a window or get water if they are well enough
- You will have vomit bowls in your classroom if a student is feeling nauseous
- Ask students to attend First Aid at the end of the lesson if they need a plaster or ice pack for a minor complaint
- If a student is too unwell to continue their day, please ask them to sign out with the Sixth Form team

For concerns, please alert First Aid using the 'FirstAiders' distribution list

Please ensure to advise:

- Student name
- Medical complaint
- Classroom location

If a student sustains a burn in Science, DT or Food Tech

- Ensure this is cooled under running water immediately for 20 minutes in the classroom
- Call for a First Aider to attend rather than sending the student to the First Aid room.

If a student is diabetic and is reporting that their blood sugar levels are low

- Alert First Aid using the 'FirstAiders' distribution list
- DO NOT send a diabetic student to First Aid as moving them may cause their levels to drop further.

FOR EMERGENCIES HIT THE EMERGENCY BUTTON AND SEND A MODEL STUDENT/STAFF TO RECEPTION TO GET SUPPORT

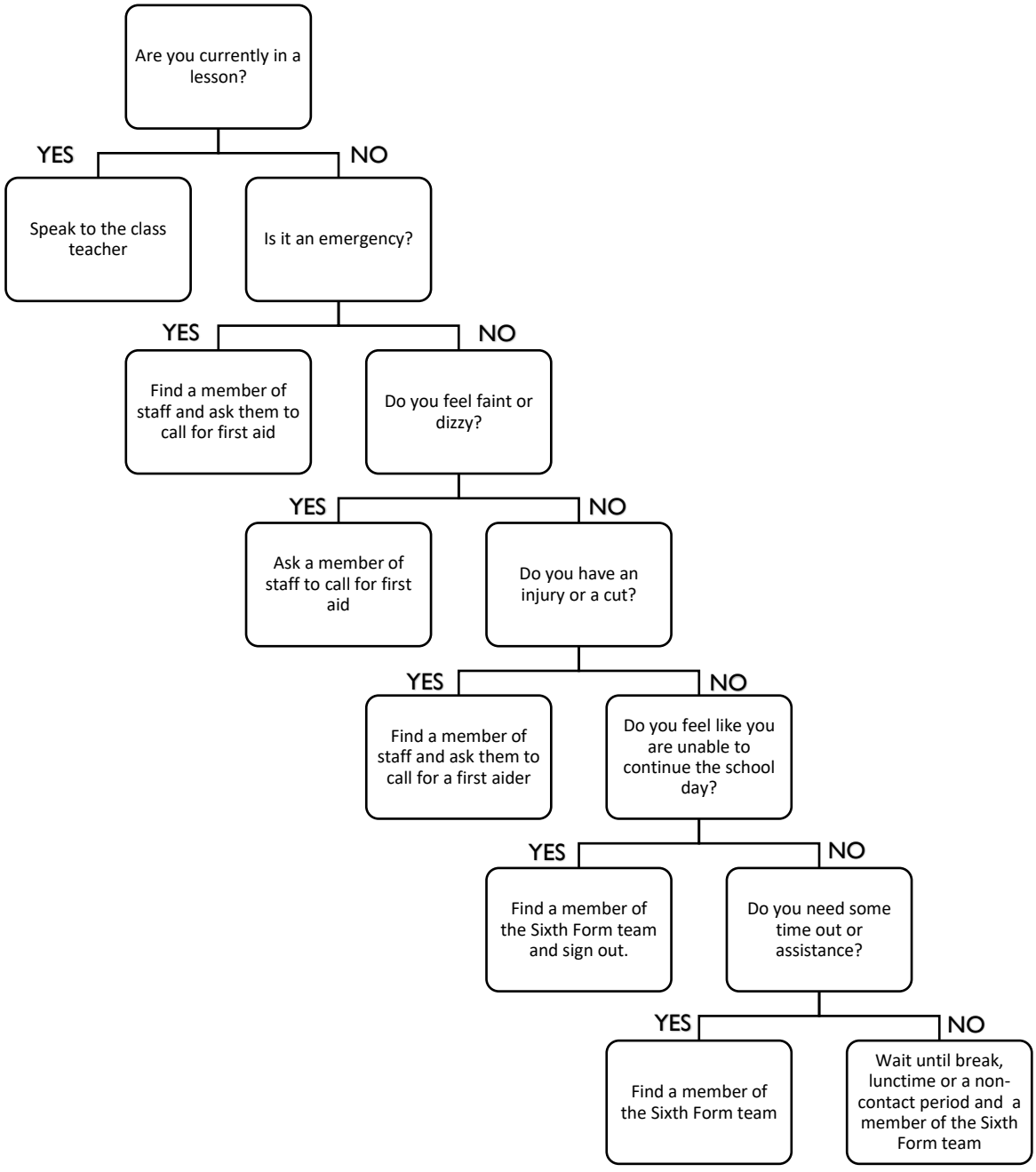
Please ensure to advise:

- Student name
- Medical complaint
- Classroom location

Appendix 12 – Student Guide: First Aid and Onset of illnesses

Onset of illness during the school day

At the Sixth Form at Horsforth, we understand that students may occasionally begin to feel unwell during the school day. If this happens, it is crucial that students follow the procedure outlined below rather than simply going home. This ensures we are aware of their situation and can provide appropriate support. Leaving without informing us raises concerns about their safety and well-being. By following the proper procedure, we can ensure that students receive the care they need, and that parents and guardians are kept informed.



Appendix 13 - Sixth Form Procedures for Missing Students

PUPIL IDENTIFIED AS MISSING – REPORTED IMMEDIATELY TO _URGENT MISSING EMAIL ADDRESS.
Report to a member of the senior leadership team and the Attendance Officer when young person is known to have absconded from lesson/school.

Does the student have any medical or SEN needs?

Yes

- Call all contacts to see if they have heard from the student.
- Check with medical.
- Email student directly.
- Check frequented areas on campus.
- Confirm with class teachers and form tutors if the student has been on site.

If necessary, check with IT if student has clocked out on fire safety system.

Has the student been found?

Yes

Reply all to _urgent missing and mark as resolved.

No

Call home, update Parents/Carers, ask them to call student again. Monitor attendance closely.

Are there any safeguarding concerns?

No

No further action required, amend mark to O if no reason given within 24hrs.

Yes

Alert to safeguarding / child protection team.

No

Call all contacts to see if they have heard from the student. Email student to alert them to the fact that they are missing a lesson.

Has the student been found?

No

Are there any safeguarding concerns?

Yes

Alert to safeguarding / child protection team.

No

No further action required, amend mark to O if no reason given within 24hrs.

Yes

Reply all to _urgent missing and mark as resolved.

Appendix 14 - Home Visits Procedures

Regular attendance is essential to the successful academic development of pupils. Home visits are a useful way of addressing the problems that lead to poor attendance. This policy has due regard to relevant legislation and guidance including, but not limited to, the following:
Education Act 1996 DfE (2023)
Keeping Children safe in education.
DfE (2018) Working together to safeguard children.
DfE (2022) School attendance

Home visits can be conducted by a member of the Attendance, Pastoral, CP, SEND or SLT teams. These will either be conducted at agreed times with parents, or as ad hoc drop in's when staff are already in the vicinity of student's homes, or for safeguarding purposes it maybe a random time when staff feel it is appropriate. School staff will make the decision. Parents can expect home visits if parents do not liaise with school on absences, or if a child is missing or absent from school for some time (consecutive days or sporadic days), if we suspect your child is on holiday, for welfare visits, for safeguarding purposes and where there is long term absence. If your child absence drops below the schools target, we make unannounced visits. For safeguarding purposes for cases where there is a prolonged substantial absence from school, as a minimum school staff will need to home visit every 2 weeks. Where this is not possible, parents may bring the child to school, for staff to speak with and keep contact with the child for the weekly check.

Home Visit Definition: A home visit is a visit that requires member(s) of staff to visit the home and have a 'doorstep' meeting external to the home, or it will involve entering the home of a parent, carer, or guardian.

Aims:
At the Sixth Form at Horsforth, we recognise that parents and carers are children's first and most enduring educators and we value the contribution they make. The aim of a home visit is:

- To establish a partnership and positive connection between home and school so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- As part of safeguarding procedures to ensure the safety or welfare of a child.

Reasons for home visits:

- Home visits allow the school to learn the underlying reasons behind poor attendance or support with issues, referrals and keep the school connected to the student. By opening a dialogue with pupil's parents' school can offer the required support. Home visits are important in helping the school to contact new or hard to reach students.

Benefits:
Home visits can have many benefits. For parents, carers, guardians and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child and family members to have a link to school.
- Meet family members that are important to the child.
- Talk about the child, or to the child and assess their needs.

Appendix 15 - Returning to Sixth Form Following Sustained Periods of Absence

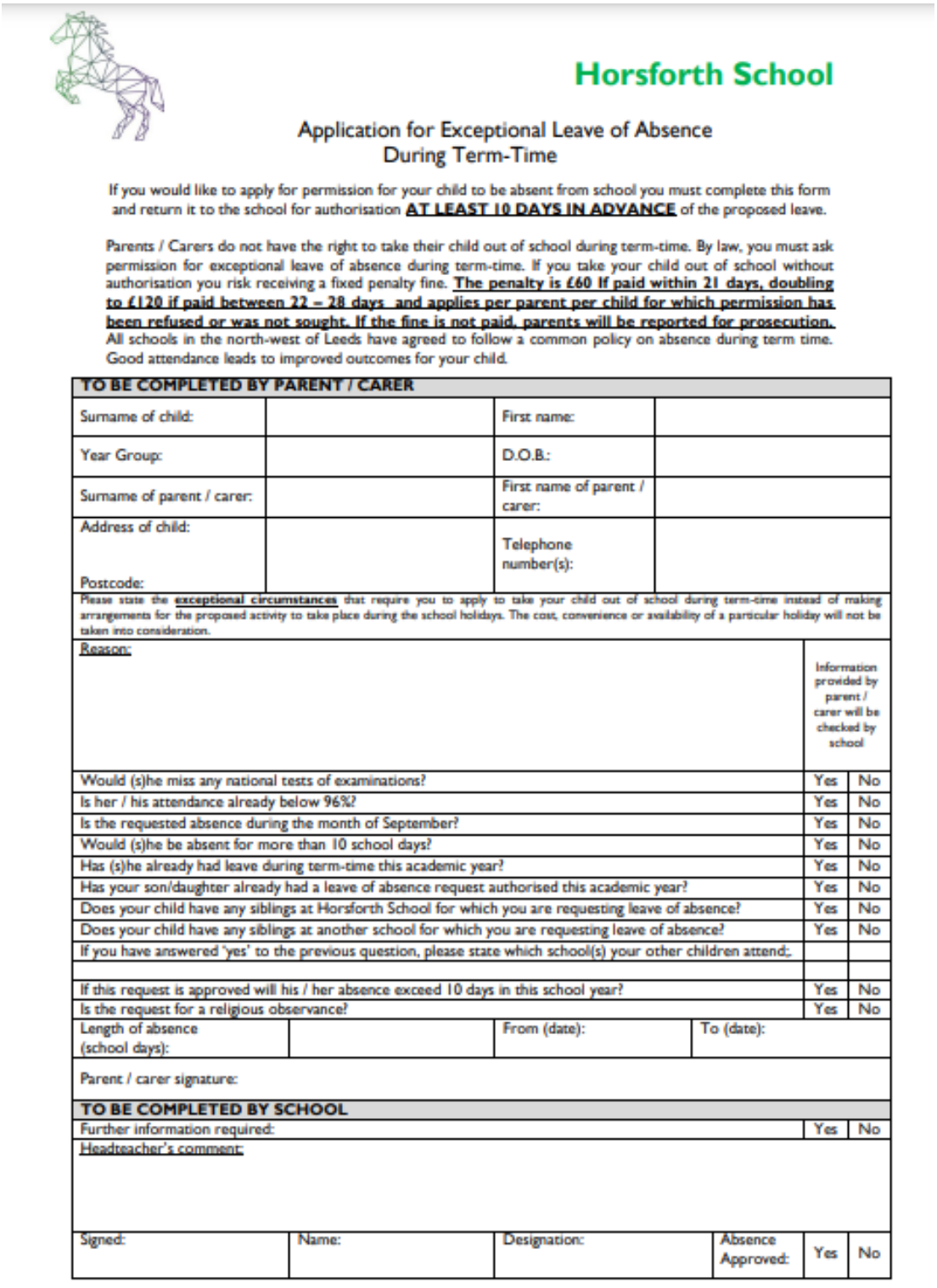
To ensure a smooth return to Sixth Form following a sustained period of absence, we may decide to implement a phased return or attendance plan. These will be created with the student and Parent/Carers to ensure there is adequate provision in place to support the student upon their return.

These are issued at the discretion of the Sixth Form and may require supporting evidence such as a sick note.

Any phased return will be subject to approval from the Director of Sixth Form.

Appendix 16 - Application for Exceptional Leave of Absence

Below is an example of the Leave of absence form – Please use this link to access the Leave of Absence Form



Horsforth School

Application for Exceptional Leave of Absence During Term-Time

If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation **AT LEAST 10 DAYS IN ADVANCE** of the proposed leave.

Parents / Carers do not have the right to take their child out of school during term-time. By law, you must ask permission for exceptional leave of absence during term-time. If you take your child out of school without authorisation you risk receiving a fixed penalty fine. **The penalty is £60 if paid within 21 days, doubling to £120 if paid between 22 – 28 days and applies per parent per child for which permission has been refused or was not sought. If the fine is not paid, parents will be reported for prosecution.** All schools in the north-west of Leeds have agreed to follow a common policy on absence during term time. Good attendance leads to improved outcomes for your child.

TO BE COMPLETED BY PARENT / CARER			
Surname of child:		First name:	
Year Group:		D.O.B.:	
Surname of parent / carer:		First name of parent / carer:	
Address of child: Postcode:		Telephone number(s):	

Please state the **exceptional circumstances** that require you to apply to take your child out of school during term-time instead of making arrangements for the proposed activity to take place during the school holidays. The cost, convenience or availability of a particular holiday will not be taken into consideration.

Reason:	Information provided by parent / carer will be checked by school	
Would (s)he miss any national tests of examinations?	Yes	No
Is her / his attendance already below 96%?	Yes	No
Is the requested absence during the month of September?	Yes	No
Would (s)he be absent for more than 10 school days?	Yes	No
Has (s)he already had leave during term-time this academic year?	Yes	No
Has your son/daughter already had a leave of absence request authorised this academic year?	Yes	No
Does your child have any siblings at Horsforth School for which you are requesting leave of absence?	Yes	No
Does your child have any siblings at another school for which you are requesting leave of absence?	Yes	No
If you have answered 'yes' to the previous question, please state which school(s) your other children attend:.		
If this request is approved will his / her absence exceed 10 days in this school year?	Yes	No
Is the request for a religious observance?	Yes	No

Length of absence (school days):		From (date):	To (date):
Parent / carer signature:			

TO BE COMPLETED BY SCHOOL					
Further information required:				Yes	No
Headteacher's comment:					
Signed:	Name:	Designation:	Absence Approved:	Yes	No

Appendix 17 – Attendance Letters

Dear Parent / Carer

Attendance: Letter 1 - $SchoolMember$ $RegGroup$

We are writing to inform you that this letter has been triggered due to $Forename$'s attendance falling below our expected threshold. While we understand that some absence may be unavoidable, we are concerned about the impact this may have on his/her progress.

Regular attendance is essential for students to achieve their full academic potential. This includes daily form time / assembly (8:25am – 8:50am) and all timetabled lessons including Directed Study sessions. These elements are vital to ensure students remain on track and receive the full support available to them.

Attendance targets are cumulative throughout each academic year which means that $Forename$'s attendance total will increase with further full days in school. As each school year starts in September, it only takes a couple of absent sessions to fall below target in the first Term.

We are committed to helping every student reach their full potential, and we know that consistent attendance plays a vital role in academic success. To ensure the best possible outcomes, we kindly ask for improvement in attendance. If this doesn't happen, we may need to follow up with further communication and possibly arrange a meeting to explore how we can best help you moving forward.

We are here to support you and $Forename$ in improving attendance. If you have any questions or need help, please don't hesitate to get in touch via the following email: sixthformattendance@horsforthschool.org

Yours sincerely

Mrs. B Arnold
Sixth Form Attendance and Student Support Officer

Dear Parent / Carer

Attendance: Letter 2 – $SchoolMember$ $RegGroup$

We're writing to share an update about $Forename$'s attendance, which has recently fallen below our expected level of 96%. We completely understand that illness and other circumstances can sometimes make attendance difficult, and we appreciate the efforts you have already made.

Regular attendance is important for $Forename$'s academic progress and wellbeing, so we would like to work together to improve this and ensure their success. Please also note that attendance includes daily form time/assembly from 8.25am – 8.50am.

Over the next **four weeks**, we will be monitoring $Forename$'s attendance closely. If there is no improvement after this period, medical evidence will be required for any absences due to illness before we can authorise them. Further to this, we may implement a full timetable where non-contact periods are spent on campus to provide additional structure and support.

If there are any challenges affecting $Forename$'s attendance, please let us know so we can offer the right support. Our aim is to help, and we are happy to discuss any concerns or provide guidance. You can contact us at **sixthformattendance@horsforthschool.org**

Under Section 444 of the 1996 Education Act, parents and carers are responsible for ensuring regular school attendance. Please be aware that if we see no improvement after this timescale, we may request that $Forename$ enters into an attendance contract to formalise support and expectations.

Thank you for your continued support. By working together, we can help $Forename$ achieve their best and set them up for future success.

Yours sincerely,

Mrs. B Arnold
Sixth Form Attendance and Student Support Officer