Statement of principle

Harris Academy Greenwich Sixth Form aims to provide students with an environment that will aid them to make a smooth transition from the sixth form to higher education and employment. Students are encouraged to take responsibility for their own learning by meeting clearly defined targets and expectations.

Statistics prove that poor attendance and punctuality have a serious effect on outcomes within education. Attendance below 96% has shown to result in an average reduction of one grade at A-level per subject and this can increase to two grades if further attendance issues are evident. Harris Academy Greenwich Sixth Form students are therefore expected to attend all timetabled lessons to enable themselves to achieve the aspiration targets set for them.

Monitoring attendance and punctuality

A weekly attendance report will be run providing a breakdown of both the weekly and cumulative attendance percentage for each individual student. If students’ attendance percentage falls below expectations parents will be contacted and monitoring procedures listed below will be implemented.

Monitoring procedures for Year 13 students with poor attendance / punctuality and consequences of attendance/ punctuality falling below 90%

- Regular reporting of attendance and punctuality to form tutor
- If attendance / punctuality falls to 94% a warning letter will be issued. Monthly registers will be sent home for the remainder of the academic year.
- If there is no improvement and the attendance / punctuality drops to 92% a meeting will be arranged between the student, parent/carer and a member of the sixth form team at the Academy. Parents/carers will be informed in writing of the consequences of attendance/punctuality dropping below 90%. Students will go on report and their attendance will be closely monitored by their tutor and the sixth form team.
- If attendance / punctuality drops below 90%, the student will be moved to ‘non-entry status’ for exams in all subjects. A letter will be sent home to the parent/carer informing them of the non-entry status for exams in all subjects.
- The attendance/punctuality will be reviewed on a weekly basis. If students improve their attendance to above 90% (and sustain this over 4 working weeks) they will be entered for the examinations. Year 13 students would need to reach above 90% attendance/punctuality and sustain it over a four-week period by the February half term holiday.
- If a student is still unsuccessful at significantly improving their attendance/punctuality and particularly if this is having an impact on their academic performance, the Principal could terminate the student’s place at the academy.

Appeal against the non-entry status must be made in writing to the Principal within 5 working days of receiving the letter detailing the non-continuation to Year 13 status letter.
Monitoring procedures for Year 12 students with poor attendance / punctuality and consequences of attendance/ punctuality falling below 90%

- Regular reporting of attendance and punctuality to form tutor
- If attendance / punctuality falls to 94% a warning letter will be issued. Monthly registers will be sent home for the remainder of the academic year.
- If there is no improvement and the attendance / punctuality drops to 92% a meeting will be arranged between the student, parent/carer and a member of the sixth form team at the Academy. Parents/carers will be informed in writing of the consequences of attendance/punctuality dropping below 90%. Students will go on report and their attendance will be closely monitored by their tutor and the sixth form team.
- **If attendance / punctuality drops below 90%, the student will be moved to ‘non-continuation to Year 13 status’ for exams in all subjects.** A letter will be sent home to the parent/carer informing them of the **non-continuation to Year 13 status**.
- The attendance/punctuality will be reviewed on a weekly basis. If students improve their attendance to above 90% (and sustain this over 4 working weeks) they will be considered for continuation to Year 13 dependent on their end of Year 12 examination results - students would need to reach above 90% attendance/punctuality and sustain it for the rest of the academic year.
- If a student is still unsuccessful at significantly improving their attendance/punctuality and particularly if this is having an impact on their academic performance, the Principal terminate the student’s place at the academy.

Appeal against the non-continuation to Year 13 status must be made in writing to the Principal within 5 working days of receiving the letter detailing the non-continuation to Year 13 status letter.