



Our Vision
RESPONSIBILITY
RESPECT
RESILIENCE

A shining light in our community

You are the light of the world. A city on a hill cannot be hidden. - Matthew 5:14b

Post 16 Attendance & Punctuality Policy

Approved by: Curtis Brennan Assistant Principal – Learning Culture & Layla Azeez – Assistant Principal – Quality of Education	Date: July 2025
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Related Documents	Positive Behaviour Policy All Through Attendance Policy
Guidance	DFE/EFSA Advice: funding rules for 16 to 19 provision 2025 to 2026
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POST 16 ATTENDANCE & PUNCTUALITY POLICY

1. INTRODUCTION

- 1.1. All Bradford Academy policies are designed to support the school, its learners and the academy vision: Responsibility, Respect, Resilience – a shining light in our community. It is the aim of the academy to support every learner to have maximum attendance and to achieve their full academic and social potential through the school community.
- 1.2. **Responsibility** – Learners will take responsibility for their choices accepting consequences both positive and negative. Learners will be organised in ensuring tasks such of coursework are completed within any allotted time frames and that all deadlines are met
- 1.3. **Respect** – Learners will follow the school's rules and routines, using the support given to help with this. Learners will complete coursework to the best of their ability in the time provided.
- 1.4. **Resilience** – Learners will attend school every day, on time, ready to learn. Learners will actively engage with all the academy has to offer.
- 1.5. **Shining light in our community** - Learners will always act as a suitable ambassador for the academy. Learners will use the skills learnt in school to make a positive contribution to the school and the wider community.

2.0 AIMS

- 2.1 Bradford Academy aims to meet its obligations with regards to school attendance by:
 - Promoting good attendance and reducing absence, including persistent absence
 - Ensuring every learner has access to full-time education to which they are entitled.
 - Acting early to address patterns of absence.
 - To ensure that all stakeholders understand the academy's expectations of themselves and each other and strive to attain them.
 - To support the mission, vision and values of the academy
- 2.2 The academy believes that good attendance is a pre-requisite to a good standard of education as it maximizes the opportunities for each learner to realise their true educational potential. Securing, good attendance must therefore be a high priority for academy staff, governors, parents/carers and the learners themselves. By failing to attend school regularly learners diminish the value of education provided for them. Bradford Academy will challenge those learners and their parents/ carers who show continued poor attendance and punctuality.
- 2.3 This policy sets out the academy's position on Post 16 attendance and details the procedures that all parents/carers must follow to report their child absent from the academy.
- 2.4 It is vital that young people develop regular attendance habits and are prepared effectively for employment. Therefore, the academy will encourage parents/carers to send their children to every session that is available to them. If the young person is unable to attend the academy for any reason, the parent/carer should inform the academy of the reason on the first day of absence. If the academy is concerned about a learner's attendance for any reason, the academy will contact the parent/carer to discuss the matter, in the first instance.

POST 16 LEARNER ATTENDANCE & PUNCTUALITY AGREEMENT

Bradford Academy Sixth Form promotes academic excellence and research shows that learners who have high levels of attendance achieve higher grades. We provide information about attendance and punctuality when asked to provide references for UCAS and other applications, and a good record of attendance shows that a learner is well-motivated, dedicated, organised and takes their responsibilities seriously. Learners are expected to attend **all lessons and form sessions**.

Level 3 courses are intensive, and learners cannot afford to miss valuable teaching and study time. Learners should arrive at school at least 5 minutes before their first session. Any learner who arrives more than 6 minutes after the start of their session will be marked as late. Learners who arrive 30 minutes or more late to their first session of the morning or afternoon will receive a U code, resulting in them being classed as absent for that entire morning or afternoon, in line with the DfE guidance -'Working Together to Improve School Attendance' . Our curriculum includes days where learners may have changes to their usual timetabled lessons; including assessments, enrichment days, interventions and educational visits that may require them to attend for the full school day.

All learners should be aiming for **95%** attendance and higher. A learner becomes a 'persistent absentee' when they miss 10% of their schooling across the academic year – ie. – when their attendance falls below 90%. Absence at this level will be detrimental to a learner's educational prospects. Should any learner's attendance fall to **90% or below** then they will become subject to the funding regulations as set out below.

In accordance with the EFSA 16-19 funding rules 2025-26, learners will be *"...withdrawn from a programme where they have not attended classes for 4 continuous weeks"*. Also, in accordance with the EFSA funding guidance, learners will lose their right to free examination entry

- *"where the required attendance or completion of work has not been achieved.*
- *where the student fails without good reason to sit the examination for which the institution has paid."*

This means learners will forfeit their right to free examination entry and coursework submission should they not meet the attendance threshold of 90%.

Learners' enrolment on a course at Bradford Academy Post 16 provision constitutes their agreement to these terms.

ABSENCES IN SPECIAL CIRCUMSTANCES

Any absence from school should be limited to reasons such as genuine illness (see below), unavoidable appointments or exceptional family circumstances e.g. bereavement, days of religious observation. We acknowledge that there may be other possible reasons. In these circumstances, a request should be made to the Head of Post 16 – Mrs S Taylor.

Absence	Authorised?	Procedure
Minor illnesses	No	N/A
Major illnesses	Yes – unless learner attendance is already below 95%. If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance	Parents/carers should inform the school by calling the absence line 01274 256789 – option 1, before 8.20am on the day of absence and on each day of any subsequent absence.
Medical/Dental/Personal appointments (such as counselling etc..)	Yes, however time out of school must be kept to a minimum and learners should not be absent for the whole day/ whole morning or whole afternoon. Proof must also be shown.	As much as possible, appointments should be made out of school hours, or learners “free periods”. If this is not possible, then learners MUST bring in evidence of the appointment in advance. If learners are able, they should come into school before an appointment to get them their mark for that morning or afternoon to avoid having a full am or pm recorded as absent.
Religious observance	Yes - where the day is exclusively set apart for religious observance by the religious body to which the learner’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart.	Parents/carers should contact the school in the usual way to inform us that their child intends to take time off for religious observance.
University/Job Interviews	Yes	Proof must be shown to the Head of Post 16
Holiday	No	Holidays must not be taken during term time
Any other circumstances		Must be discussed and with the Head of Post 16. Authorisation will be given at their discretion.