



# ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST SCHOOL

## POST-16 ATTENDANCE, PUNCTUALITY & STUDY ARRANGEMENTS

**All Post-16 students are expected to aim for over 97% attendance. This is because we know that there is a strong correlation between high levels of attendance and exceptional outcomes.**

**However, at IGS as well as monitoring levels of lesson attendance we track participation in the full range of opportunities that Post-16 offers. This is because we want students to grow in *wisdom and stature* (sapientia et statura) and we understand that to do that students need more than just a transactional experience; they need to grow as people as well as learners of individual subjects so that they make wise decisions with the knowledge they have gained.**

**We take a *graduated approach* to independent study so that there is support and direction while students need it but once they are ready students gain *earned autonomy*.**

**Please see below a summary of the ways we support high levels of attendance in Post-16**

### **LESSON REGISTERS**

Teachers are expected to take a Edulink (Arbor) register each lesson in a timely fashion and to mark students late if required. 3 lesson lates will generate a catch-up session. If there is an unexpected absence, teachers are required to press On Call as is the case in lower school.

## **SUPERVISED STUDY (Years 12 and 13)**

- These lessons are also supported by Independent Learning Resources on Showbie which are managed by the Student Achievement Manager
- Supervised Study is registered on Edulink (Arbor) by a member of staff who also ensures a studious, scholarly atmosphere.
- Supervised Study takes place either in the library or in F5/6 study areas.
- The number of Supervised Study periods on a timetable is dependent on overall effort and progress and is reviewed at each tracking point.

## **DIRECTED STUDY (Year 13)**

- All Year 13 students studying 3 A Levels have lessons of Directed study time on their timetable during the 2-week cycle.
- Directed Study is registered via a QR code which is a register taken by a member of the Post-16 Team.
- During Directed Study year 13 students study in a range of designated Post 16 study areas (which include the Courtyard Café, the Library and the Armitage café, except during break and period 4).
- Free room timetables and other spaces are advertised and updated via the weekly bulletin.
- If students do not register in these sessions then the absence will be regarded as unauthorised.
- Students must work on the directed subject materials in these sessions on Showbie.

## **FREE STUDY PERIODS (Year 12 and 13)**

- The vast majority of year 12 students also have a smaller number of free (blank) study periods on their timetables.
- During free study periods year 12 and 13 students can study in a range of designated Post-16 study areas (which include the Courtyard Café, the Library and the Armitage café, except during break and period 4).
- Free room timetables and other spaces are advertised and updated via the weekly bulletin.

## **HOME STUDY**

All Post-16 students remain in school for all timetabled periods and 'free' periods (a blank lesson on the timetable) until they are granted 'Home Study'.

**Year 12 and 13:** When students are being assessed for eligibility for Home Study the following criteria will be used alongside any relevant personal circumstances:

- Learning Behaviour (tracking reports and Edulink)
- Attendance
- Independent Study / Homework (tracking reports and Edulink)
- Progress/Achievement

Students who have a significant 'academic distance to travel' in more than one area at a given tracking point will not be granted Home Study.

Permission for 'Home Study' may be withdrawn should evidence suggest that this maybe more helpful for your study.

Students can ask for Supervised or Directed Study periods to be reallocated on their timetable in order to free up blocks of time for Home Study.

**Year 13:** Once 'Home Study' is granted students are not required to be in school during non-timetabled periods but for safeguarding purposes, so we know who is in the building at all times, students are required to sign in and out every time they leave and enter the building.

In Year 13 'Home Study' will not be granted during the first Half Term until Next Steps requirements are fulfilled e.g. UCAS application completed / CV submitted.

The same academic eligibility criteria as for Year 12 will also be applied.

Students in the Apply+ cohort will be granted Home Study from the start of Year 13 to support early entry process and independent revision for entry tests.

**Year 12:** In year 12 no student will be granted 'Home Study' during the first term. From January Year 12 students who have been approved for Home Study can elect an agreed number of afternoon periods a cycle for 'Home Study'.

## **STAFF ABSENCE**

If a member of teaching staff is absent students are informed by email. Students register for the lesson via QR code and complete the work set in the regular classroom except for science labs and workshops when a designated Post-16 study area should be used.

## **LEAVE OF ABSENCE PROCEDURE**

Any student requiring a day of absence for medical/dental/Open Days/unavoidable family events, should pick up a 'Leave of Absence' form from the Post-16 Office. Absence must be authorised by the Post-16 Team prior to subject staff acknowledging the absence. 'Leave of

Absence' forms are then returned to the Post16 Office accompanied with proof of absence. The expectation is that dental/medical appointments will be after school or in holiday time and that other absences are kept to a minimum and only for exceptional reasons.

## **STUDENT EMPLOYMENT**

This should be kept to a minimum – tutors/student managers will contact parents if they believe a student is undertaking too much paid work that is likely to impact on the progress of the student. It is strongly recommended that no more than the equivalent of Saturday plus one evening or 10 hours per week is undertaken.