

Ilfracombe Academy Sixth Form Attendance and Behaviour Policy

Good attendance is the foundation for success at A Level and BTEC studies. It is vital that students attend all lessons in order to achieve their full potential and we are committed to maintaining excellent attendance rates for this reason. By signing your Learning Contract at enrolment, you have agreed to follow this Sixth Form Attendance and Behaviour Policy and agree that, after two clear warnings for poor attendance, you could be asked to leave the Sixth Form at a final meeting.

Steps in the Attendance Policy

	Attendance	Action
Initial support	A student's attendance falls below 95%	Support meeting with tutor. Phone discussion or message left for parent / carer by Pastoral Team.
Step 1	A student's attendance falls below 90%*	Attendance Letter 1 sent home. Support meeting with Head of Sixth Form.
Step 2	Student attendance is measured from point-to-point over the three weeks following Letter 1 and attendance has not improved to above 90%.	Attendance Letter 2 sent home.
Step 3	Student attendance is measured from point-to-point over three weeks following Letter 2 and attendance has not improved to above 90%.	Meeting with Deputy Head KS5 and Head of Sixth Form.** Student's place at Sixth Form is withdrawn.

*Not before 4 full weeks of term

** Parents / carers may attend

If you are absent for a period of 3 continuous weeks for any reason your place in the Sixth Form will be withdrawn and you will be informed by letter unless auditable evidence of an intention to return can be provided.

Reporting absence because of illness:

If students are unable to attend Sixth Form due to illness, a parent or carer should ring the absence line (01271 869257) or send an email before 9.00am on every day of your absence.

Failure to attend lessons and failure to inform us for reasons for absence will be dealt with under the Sixth Form Disciplinary Code.

Dealing with planned absences from class in advance:

If you know in advance that you will be absent for a lesson, a day or a number of days, you will need to complete an absence request form as soon as you can, in advance of the planned absence. Teachers will then be able to provide appropriate support to ensure that disruptions to your learning are minimised. Absence request forms are available from the Sixth Form Pastoral Office.

Examples of authorised absence: emergency dental/doctor's appointment, religious observance, driving test/theory test - authorised in advance with DVLA letter, University visits - authorised in advance, super-curricular enrichment opportunities such as Exeter Scholars or UNIQ courses.

Holidays

No holidays can be authorised during term time in Sixth Form. Any holidays planned during term time can have a devastating effect on your studies.

Behaviour for Learning Policy

In the Sixth Form there are lots of new opportunities and challenges. Some students find these new responsibilities hard to manage. We want to support students who find it difficult to manage their independent learning and behaviour in Sixth Form so we have a Behaviour for Learning Policy. The behaviour for learning policy includes the student disciplinary process.

Behaviours that can cause concern:

- Late to lessons, tutor and assembly
- Non-attendance of lessons, tutor and assembly
- Missing assignment deadlines
- Incomplete work or sub-standard work
- Lack of equipment/resources for lessons
- Failure to adhere to the behaviour expectations required of a Sixth Form student.

If your teachers feel that you are demonstrating any concerning behaviour, they will email your Tutor, the Head of Department, the Head of Sixth Form and Pastoral Co-ordinator indicating **STUDENT IN DIFFICULTY (SID)** and giving your agreed target. This supportive process aims to address the problems that you are having and to help you improve.

- **Level 1 SID = Teacher Review:** teacher will meet with you and set a specific target to help you improve.
- **Level 2 SID = Subject Review:** if you fail to meet the teacher target to improve at Level 1 the teacher will record a Level 2 SID at HOD level and contact is made with home. You will be set another target to improve.
- **Level 3 SID = Sixth Form Intervention:** if you fail to meet your subject review target you will be asked to attend a meeting with the Head of Sixth Form.

NB. Please note that in exceptional circumstances it is possible to be placed straight onto a Level 3 SID should the teacher deem the situation serious enough.

If after investigation academic indiscipline is due to an inappropriate course of study or some genuine personal difficulty then support and assistance will be given. If there is no valid reason for the academic indiscipline you will be issued with an **INFORMAL WARNING** which will be put on your record. If your conduct improves this warning will be revoked after six working weeks.

If your conduct does not improve and you receive further SIDs you will be issued with a **FORMAL WARNING**; you may be issued with a revised learning contract and receive intervention to help you improve. You may receive support with constructive use of your study time. Your conduct will be reviewed regularly and your parents will be informed of your difficulties. **A SECOND FORMAL WARNING** may be issued if your conduct does not improve.

If you are unable to respond to the support measures put in place after a second formal warning your case will be reviewed at a **DISCIPLINARY HEARING**. You may wish a parent

or carer to come with you to this hearing. After investigation, if no valid reason for your academic indiscipline can be discerned, your place in the Sixth Form may be withdrawn immediately or a **FINAL FORMAL WARNING** will be issued with specific targets for improvement that must be met. If you fail to meet the targets by the date specified in your final warning your place in the Sixth Form may be withdrawn.

Some students experience difficulties with their position of trust and their status as a role model to younger students. We term these difficulties **GENERAL INDISCIPLINE** and these incidents are dealt with in the same way as **ACADEMIC INDISCIPLINE** unless they are so severe as to fall under the **SEVERE CLAUSE**.

The **SEVERE CLAUSE** is used if a student acts in such a way as to endanger the security of other members of the College community, or to bring the College into disrepute. This may mean infringement of the College policy on gender, race, alcohol, drugs, dangerous items or conduct involving serious misuse of the College's facilities, (including ICT facilities). This clause may also be used in the event of inappropriate use of social media in a way that brings the College into disrepute and/or causes offense or harm to any member of the College community. In this event a disciplinary hearing will automatically be held.

If any student wishes to appeal against a decision they should write to Headteacher as soon as possible after the hearing for a decision to be made on the appeal.

If you feel that your appeal has not been dealt with properly or if you wish to appeal against a permanent exclusion you should do so in writing to the Chair of the Local Board of Governors within one month of the decision.