

Sixth Form Attendance and Staged Conduct Procedures

Attendance within the Sixth Form will be monitored by lesson sessions and by half day sessions. The monitoring of Sixth Form attendance will happen on a daily basis by form tutors and also through the weekly Attendance Lead/EWO meetings.

Attendance at AM registration will be recorded by Sixth Form tutors and PM registration will reflect the afternoon sessions that Sixth Form students are expected to attend as part of their timetable. For example, if a student has the AM registration mark, is non-contact period 5 and attends a lesson period 6 then they would receive their PM registration mark - Students must register at student services period 5 if they are non-contact period 5. If a student attends a lesson period 5 then they automatically receive their PM registration mark. Sixth Form students are expected to attend all their timetabled lessons, study periods, seminars and to be engaged in private or group study at other times.

All Sixth Form students are expected to attend each day from 8:20am until 3:30pm (except Mondays – 2:30pm finish) and can only sign out with written permission from the Principal or Assistant Principal I/C Sixth Form. Appointment evidence is required for dental or medical appointments.

Students with attendance and/or punctuality concerns will enter the staged conduct procedure:

Stage 1

Students of concern must attend a stage 1 conduct meeting with the Assistant Principal for Sixth Form and/or tutor to discuss concerns and identify where support can be offered. Targets for improvement will be set and a formal letter will be sent home to parents and stage 1 contract issued to the student. Targets will be reviewed after the time period set out in the letter/contract.

Stage 2

If a student fails his/her stage 1 contract then they will move onto stage 2. The student will be required to attend a stage 2 meeting with their parents and the Assistant Principal for Sixth Form. Targets for improvement will be set and a formal letter will be sent home to parents and stage 2 contract issued to the student. Targets will be reviewed after the time period set out in the letter/contract.

Stage 3

If the stage 2 contract is broken or problems are not resolved, a final stage 3 meeting will be arranged with the Principal. Both student and parents must attend this meeting and this is the final warning which will be issued. The student may be advised that they will not be entered for exams and to consider their future, with support from the Academy careers service. The student may be asked to leave the Academy if a stage 3 contract is broken.

All Sixth Form student incidents/issues should be logged on SIMS in the same way as KS3 and KS4. Registers must be taken for every timetabled lesson, study period or seminar.

Study periods and subject seminars

Sixth Form students will be allocated 1 x independent study period for each subject they have (where student timetable restraints allow). These will be registered periods on SIMS and students are expected to attend all of these. In addition, students will also be allocated 1 x subject seminar period for each subject they have (where student timetable restraints allow). In these, students will be expected to work with the other members of their class to complete group tasks/activities/presentations set by the subject teacher. Students are expected to work in the house base outside the subject teachers' classroom for these. Subject seminars will not be registered on SIMS, however, subject teachers will be expected to set work/research/projects/activities for these periods.

NB – Some students will have less study and subject seminar periods than others due to individual subjects' course/timetabling/staffing requirements but all will have between 21 and 25 timetabled learning periods each week.

Lesson registers

All Sixth Form lesson registers are to be registered on SIMS in line with Academy policy.

Summary

It is intended that this document makes clear the expectations of post 16 students, tutors and teachers at Havelock Academy and the consequences of poor attendance and punctuality. We (students, parents/carers and staff) want success for all our Sixth Form students to allow them to move on to the next stage in their lives on leaving Havelock. It is not our intention to exclude students from the Academy without having explored all possible means for them to succeed. It is hoped that the implementation of a clear transparent policy will avoid the ultimate consequence having to be invoked. We will continue to work positively with the students and continue to enjoy the support of parents/carers in achieving the best outcomes for the students.