



Information for Staff, Students and Parents on Attendance & Behaviour 2018-19

Purpose of the information:

Good levels of attendance and behaviour are essential to academic success and this policy seeks to ensure both.

The procedures outlined below aim to provide a clear structure for action, should concerns arise about either/or both attendance and behaviour, that works for all students, staff, and parents.

This information should be read alongside the Student Code of Conduct.

Assumptions:

The college assumes that students have chosen a sixth form college post 16 because they wish to be treated as a young adult and intend to behave like a young adult. The college therefore sets adult levels of expectation in relation to attendance and behaviour and assumes 100% attendance and excellent behaviour will be the norm.

Student attendance & behaviour will be monitored by Progress Tutors.

Appropriate action will be taken where students fall short of the high expectations above.

This will be informed by the reasons given for the below expected attendance and/or behaviour.

Procedures

Reward

The college will recognise and reward students who behave well and who achieve excellent attendance through Reward and Recognition activity, for example, Well Done postcards and 100% Attendance Prize Draws.

Concerns

Concerns regarding student attendance and/or behaviour will trigger the disciplinary procedures.

Level 1- Implemented if concerns are raised about attendance and/or behaviour.

The Progress Tutor will discuss the poor attendance and/or behaviour with the student and will work with them on a remedial action plan.

They will explain to the student that if the remedial action plan is not implemented and further incidents of poor attendance and/or behaviour are reported, this will lead to an escalation to Level 2.

The Level 1 disciplinary is then recorded on Cedar.

If the student maintains 100% attendance and/or good behaviour for at least 2 consecutive weeks from the recording of the Level 1 disciplinary on CEDAR, the Level 1 disciplinary will be removed by the Progress Tutor.

Level 2 - A student on Level 1 disciplinary who continues to miss classes and/or whose behaviour does not improve, will be moved to **Level 2**.

The Progress Tutor will explain to the student the reason behind the increased level and will again work with the student on a remedial action plan.

They will again explain to the student that if this remedial action plan is not implemented and attendance and/or behaviour continue to be a concern, this will lead to an escalation to Level 3.

If the student maintains 100% attendance and/or good behaviour for at least 2 consecutive weeks from the recording of the Level 2 disciplinary on CEDAR, the Level 2 disciplinary will be reduced to a Level 1 disciplinary (and this will be removed after a further two weeks of 100% attendance and/or good behaviour).

Level 3 - A student on level 2 disciplinary who continues to miss classes and/or whose behaviour does not improve, will be moved to **Level 3**.

At this stage, a letter from the Progress Tutor will be sent home informing parents that their son/daughter has been moved on to a Level 3 disciplinary for sustained poor attendance and/or behaviour.

Students on a Level 3 disciplinary will be expected to sign in, every day, in person, with their Progress Tutor.

If the student maintains 100% attendance and/or good behaviour for at least 3 consecutive weeks, the Level 3 disciplinary will be reduced to a Level 2 disciplinary (and after a further

two weeks of 100% attendance and/or good behaviour to Level 1 and after a further two weeks of both removed).

Please note: a Level 3 disciplinary will also be issued, in line with the College's BTEC Assessment Policy, when a student misses a known BTEC assignment deadline.

Students who continually miss their BTEC assignment deadlines will be moved up to Levels 4 and 5, as appropriate, as this represents a failure to meet the external Awarding Body Pearson's regulations.

Level 5 can lead to withdrawal from College.

Level 4 - A student on a Level 3 disciplinary who continues to miss classes and/or whose behaviour does not improve will be moved to **Level 4** by their Progress Tutor.

At this point, responsibility for the management of the disciplinary process will move from the Progress Tutor to their Student Support Manager.

The Student Support Manager will immediately action a letter home to parents/carers, detailing why their son/daughter has been moved to Level 4, so that they are fully informed about the serious concerns about their son/daughter's continued poor attendance and/or behaviour.

Parents/carers who wish to follow up this letter with a discussion with the Student Support Manager, either face to face or on the phone can contact the Student Support Manager directly to arrange this discussion.

All discussions will be logged on CEDAR.

Following a Level 4 disciplinary, the student will have more regular meetings about their attendance and/or behaviour with both their Progress Tutor and with the Student Support Manager.

If the student improves their attendance and/or behaviour to the expected levels for a minimum of 4 consecutive weeks, the Level 4 disciplinary will be reduced to a Level 3 disciplinary (and to Level 2 and to Level 1 and finally removal to the timescales outlined above).

Level 5 - A student on Level 4 disciplinary who continues to miss classes and/or whose behaviour still does not improve will be moved to **Level 5**. This move can only be actioned by a Student Support Manager, given the level of seriousness of Level 5.

A letter will be sent to parents/carers informing them of this move.

The Vice Principal: Student Support and Guidance will also be informed given the serious nature of a Level 5 disciplinary.

If the student demonstrates 5 weeks of attendance and/or behaviour to the expected level, this level will reduce to a Level 4 (and to Level 3/2/1 and removal to the timescales above).

If there is no or little improvement, however, in attendance and/or behaviour, the student may be formally excluded from College.

Only the Vice Principal: Student Support and Guidance (or in their absence the Vice Principal: Curriculum and Quality) can implement an exclusion from College at Level 5 for sustained poor attendance and/or behaviour

Serious misconduct:

In the event of a case of serious misconduct, a student will move immediately to Level 5

If the serious misconduct is in any way related to possession of and/or use of drugs, alcohol or offensive weapons on the College's premises, the student will be suspended immediately, while further investigation takes place in relation to this serious misconduct.

Only a Vice Principal can suspend for possession of and/or use of drugs, alcohol or offensive weapons.

Parents/carers will, where possible, be contacted by phone or by email by the suspending Vice Principal (or their PA) to confirm the suspension and this will be followed up immediately by a letter home outlining the reason(s) for the suspension. A copy of the letter will also be given to the student to take home.

In all cases, the College will endeavour to make any suspension period as short as is possible, to minimise impact on learning.

If the serious misconduct is reduced to the level of misconduct following an investigation, the student and their parents/carers will be invited in to a meeting to discuss with the Vice Principal this misconduct, and any possible sanctions which it is felt are necessary to implement, before the student can be safely re-admitted to College.

The outcome of the investigation, the meeting and any sanctions implemented will be recorded on CEDAR by the Vice Principal and any sanctions will stay on the student's CEDAR record for 3 months.

If, however, following further investigation, the reasonable conclusion is that it is a case of serious misconduct, the student will be permanently excluded.

Any meeting with the student and their parents/carers will only take place in this instance if the student and/or their parents/carers believe that there are exceptional circumstances which have not been taken into sufficient consideration (for whatever reason) which may temper the decision to exclude.

Appeals Process

Students and/or parents/carers wishing to appeal against any disciplinary action above should follow the disciplinary appeals process, outlined below.

Level 1, 2 & 3

Verbal or written appeal to the appropriate Student Support Manager who will review the decision by the Progress Tutor to enact the disciplinary procedure at this level and will report the outcome of the review, either verbally or in writing, to the appellant within 5 working days of receipt of the appeal

Level 4 & 5 (excluding Suspension and Exclusion)

Written appeal in the first instance to the Vice Principal: Student Support and Guidance who will review the decision and will report the outcome of the review in writing to the appellant within 10 working days of receipt of the appeal

Level 5: Suspension or Exclusion related to a serious misconduct linked to possession and/or use of drugs, alcohol or offensive weapons

Written appeal to the Principal who will review the decision and will report the outcome of the review in writing to the appellant within 15 working days of receipt of the appeal

Please note: any appeals against the outcome Principal's review must be made in writing within 10 working days of receipt of the outcome to the Chair of the Corporation via the Clerk: C. Coupland who can be contacted via email at c.coupland@huddnewcoll.ac.uk

Holidays, Pilgrimages or Extended Leave.

Excellent attendance is very important to excellent achievement and so, in an ideal world, students should not take any time off during term time. We request, therefore, that families do not book holidays, pilgrimages or extended leave which involve a student taking time off during term time. Any time off during term time will be designated as explained absence and will affect a student's overall attendance percentage. 95% plus attendance is a mandatory requirement for automatic progression between levels of study and between years at the College.

Any student with between 5 and 10 working days explained absence will be placed on a Level 2 disciplinary, with an action plan to help them to catch up on work that has been missed during their absence.

Any additional explained absence over and above 10 working days will result in a Level 3 or Level 4 disciplinary (Level 3 11-15 days: Level 4 16-20 days), depending on the length of explained absence. Lengthy absence could seriously impact on their ability to achieve their potential within the academic year.

Please note: the College reserves the right to withdraw any student from the College roll, if it believes that the explained absence over 10 working days, combined with other known factors such as attendance, conduct and work ethic, means that the absence is highly likely to seriously impact on their capacity to achieve their potential within the academic year.

Authorised absence

All students are expected to aim for 100% attendance.

However, we know that there are times when absence is unavoidable.

For example, activities are organised by the College (such as a University Open Day) or there are occasions (such as a Driving Test) which cannot be missed.

In such cases, absence from lessons or tutorial will be designated as **authorised**.

The following absences will automatically be designated as authorised absence.

- All absences resulting from trips and visits organised by the College, providing all paperwork is completed and signed. (T)
- All absences for afternoon examinations, where students can take the morning lessons before the examination as study leave, to prepare for the examination. (E)
- All absences for recognised religious observances (for example, Eid). These will be allocated a specified number of days of authorised absence, if appropriate paperwork is completed. (R)

Some other absences, which are outside of a students' personal control, may also be designated as **authorised**.

These include:

- A funeral or a wedding of a close family member– this absence to be authorised **MUST** be supported by a letter from the parent/carer and presented to Student Guidance **BEFORE** the event (after may result in an absence mark).
- A medical appointment with a hospital specialist or Orthodontist– this absence to be authorised **MUST** be supported by a letter from the hospital, by an appointment card or by the text reminder. This must be presented to Student Guidance **BEFORE** the appointment (after may result in an absence mark).

- A driving test (not driving lessons) – this absence to be authorised **MUST** be supported by the letter from the DVLA and presented to Student Guidance **BEFORE** the test (after may result in an absence mark).
- Open Day visits to universities organised independently – this absence to be authorised **MUST** be supported by documentation from the university presented to Student Guidance **BEFORE** the visit (after may result in an absence mark).

These will all be marked as (A) Authorised not on College business.

All other absences from lessons or tutorial will be designated as absence and will either be marked as (P) Parentally Explained or (S) Student Explained and these absences will affect the student's overall attendance percentage.