



Sixth Form Disciplinary Procedure

Students within the Sixth Form are considered young adults who should set a model of good behaviour for students in younger years and realise the importance of meeting the expectations of the sixth form for their own progress. As such, they are considered to be able to make informed choices about their conduct especially in relation to:

1. 95% attendance at all lessons.
2. Punctuality to registration and lessons.
3. Responsible behaviour in and around the school.
4. Adherence to the expectations for Sixth Form including dress code.
5. Respect for all within the school community.
6. The completion of all schoolwork on time.

Failure to meet the expectations of the sixth form will result in disciplinary (DS). DS's will be monitored on a weekly basis and accumulation of DS's will result in the following stages being triggered to ensure that all students in the sixth form are able to achieve the very best of their potential.

Stage 1: Informal Warning (0-5 DS's)

For every DS issued to a student, a text message will be sent to a parent/carer to inform them of the expectation that has not been met. Students accumulating 3 DS's will have a meeting with a member of the Sixth Form Team to discuss any support that needs to be put in place. Students accumulating 5 DS's will result in parents/carers being contacted to discuss the student's attitude towards learning and any improvements that need to be made.

Stage 2: Verbal Warning (6-10 DS's)

For every DS issued to a student, a text message will be sent to a parent/carer to inform them of the expectation that has not been met. Students accumulating 8 DS's will be placed on a five day report to monitor their attitude in the sixth form. This report will be signed off by classroom teachers and a Sixth Form Learning Manager. Students accumulating 10 DS's will result in a meeting taking place between the student (with parents/carers invited) and the Post 16 Deep Support. During this meeting students will receive a verbal warning with regard to their attitude towards learning and this will be placed on the student's file for the remainder of their time in the Sixth Form.

Stage 3: 1st Written Warning (11-15 DS's)

For every DS issued to a student, a text message will be sent to a parent/carer to inform them of the expectation that has not been met. Students accumulating 13 DS's will be placed on a five day report to monitor their attitude in the sixth form. This report will be signed off by classrooms teachers, a Sixth Form Learning Manager and the Team Leaders for each of the student's subjects. The student will also have to attend supervised study periods in the Library for a ten day period. Students accumulating 15 DS's will result in a meeting taking place between the student (with parents/carers invited) and the Post 16 Deep Support. During this meeting the students will receive a 1st written warning in regard to their attitude towards learning and this will be placed on the student's file for the remainder of their time in the Sixth Form.

Stage 4: 2nd Written Warning (16-20 DS's)

For every DS issued to a student, a text message will be sent to a parent/carer to inform them of the expectation that has not been met. Students accumulating 18 DS's will be placed on a five day report

to monitor their attitude in the sixth form. This report will be signed off by classroom teachers, Team Leaders for each of the student's subjects and Post 16 Deep Support. The student will also have to attend supervised study periods in the Library for a ten day period and have a weekly meeting with Deep Support Post 16 for four weeks. Students accumulating 20 DS's will result in a meeting taking place between the student (with parents/carers invited) Post 16 Deep Support and the Director of Deep Experience/Principal. During this meeting students will receive a 2nd written warning in regard to their attitude towards learning and this will be placed on the student's file for the remainder of their time in the Sixth Form.

Stage 5: Final Warning (21-24 DS's)

For every DS issued to a student, a text message will be sent to a parent/carer to inform them of the expectation that has not been met. Students accumulating 23 DS's will be placed on a five day report to monitor their attitude in the sixth form. This report will be signed off by classroom teachers, Team Leaders for each of the student's subjects, and the Director of Deep Experience. The student will also have to attend supervised study periods in the Library for a ten day period and have a weekly meeting with Deep Support Post 16 for four weeks. Students accumulating 24 DS's a meeting will take place between the student (with parents/carers invited) Post 16 Deep Support and the Director of Deep Experience/Principal. During this meeting students will receive a Final written warning in regard to their attitude towards learning and this will be placed on the student's file for the remainder of their time in the Sixth Form.

Stage 6: Permanent Exclusion (25-26 DS's)

Students accumulating 26 DS's will attend a meeting (with parents/carers invited), Post 16 Deep Support and the Principal. During this meeting, and after careful consideration that all other procedures to encourage the student to obey Academy rules have failed, the Principal will decide whether a permanent exclusion is required.