



CARDINAL
NEWMAN
CATHOLIC SCHOOL

**BEHAVIOUR AND ATTENDANCE POLICY
FOR POST 16 LEARNERS**

Expectations

Expectations for each learner are divided into 3 main categories: attendance, achievement and conduct. Learners should understand that all 3 categories equate to success at Cardinal Newman Catholic School and will be requirements of their progression and ultimate job-readiness. Meeting these expectations is a requirement of all students studying at Cardinal Newman Catholic School.

The Post-16 Behaviour Policy is supported by the whole school behaviour monitoring and recording system.

1. Attendance and punctuality

Definition: The aspirational target for all Post 16 learners is 96% or higher. This sets high expectations that are required in preparation for the world of work.

Attendance is defined as being present at tutorials and lessons including study periods (referred to as sessions). All absences will be recorded and contribute towards their overall attendance statistics. Attendance shows reliability which is imperative for the workplace. If a learner is in receipt of Sixth Form Bursary the total they receive will be affected by missing sessions.

Punctuality is defined as turning up 4 minutes late to a session either at the start of session or late back from break.

Tutors, subject teachers, Head of Year and Sixth Form Co-ordinator have a duty to promote high attendance and punctuality. To manage poor attendance and punctuality there are a number of potential actions and strategies that may be enforced by tutors, teachers, Head of Year or Sixth Form Co-ordinator.

To manage poor attendance and punctuality tutors can:

- *Mark learners late on the register when late*
- *Acknowledge and challenge learner's poor punctuality upon entering the classroom.*
- *Hold learners back during break or lunch time to catch up with work*
- *Communicate concerns over attendance & punctuality to Head of Year, Form Tutor and Parents.*
- *Liaise with Head of Year to decide on preferred plan of action for when learner arrives late.*
- *Contact Learning Mentor by email if they want them to come and speak to a learner.*

To manage poor attendance and punctuality, the Learning Mentor or Head of Sixth Form can:

- *Ensure learners have their mobile number and can phone them*
- *Plan out travel routes with most at risk learners.*
- *Acknowledge and challenge learner's poor punctuality before entering the classroom;*
- *Communicate with tutor, and ensure specified learners are attending compulsory catch up sessions.*
- *Issue warnings in accordance with the disciplinary process when for consistently poor attendance/punctuality.*

Where possible, all staff should address attendance and punctuality in ways that positively reinforces the need for attendance. This should be done by:

- *Linking attendance and punctuality to maximising amount of bursary learner receives.*
- *Linking attendance and punctuality to real life expectations in a job.*
- *Linking attendance with attainment.*

- *Cardinal Newman cannot give positive references to potential employees or universities if learners have low attendance and punctuality.*
- *Students will not last long in a job if they have poor attendance and punctuality. Excellent attendance is a professional expectation*

For more information on attendance and punctuality please see the attached appendix – Attendance Procedure.

2. Achievement

All learners should come to school committed to achieving in all of their lessons and tutorial sessions. Whilst support will be offered to ensure their success in all subject areas, learners have a personal responsibility to make sure that they keep up-to-date with all classwork and homework and that they catch up on any learning they have missed through absence.

If a student fails to meet deadlines or complete homework or classwork or demonstrates a continual lack of effort warnings will be issued in accordance with the disciplinary process.

3. Conduct

We recognise that learners on post 16 courses are not legally required to be engaged on a programme of study at Cardinal Newman Catholic School. Learners have made a conscious decision to enrol on a course with us, therefore we expect this to be reflected in the way they approach Post-16 study.

What we expect of every student is:

- 96% or more attendance to lessons
- A polite and respectful attitude towards staff and other learners
- Responsible behaviour in and around school
- Willingness to participate and engage in lessons
- To adhere to the agreed dress code
- To complete all home learning and meet deadlines
- To meet the organisation expectations with regard to equipment, folders and academic diaries
- To avoid using mobile phones outside of the Sixth Form Centre
- Mobile phones to be put away in lessons
- To wear a lanyard when on school site
- To adhere to registering on and off site procedures To speak to a member of staff or follow the grievance procedure if you are bullied, harassed or discriminated against in any way.

4. Attendance

- Sixth Form students are expected to comply with the school attendance policy. In summary students in the Sixth Form are expected to:
 - **In Year 12** attend school from 8:40am - 3.10pm on Monday, Wednesday, Thursday and Friday and from 8.40am to 2.40pm on a Tuesday.
 - **In Year 13** students who have a morning lesson, must attend tutorial on that day unless they are directed to be in school full-time.
- Avoid making appointments during the school day. Doctor's, dentist appointments and driving lessons should be made outside school hours where possible.
- Maintain 96% and above attendance
- Follow school protocol with regards to signing in and out at Student Reception
- Avoid taking holidays during term time
- Attend scheduled Pre-Public examinations
- Attend any timetabled lessons that take place during Period 6

- All students are expected to attend all timetabled lessons, which includes General RE, enrichment and supervised study periods.

Ultimately, persistent absence and / or punctuality issues may, if unresolved result in students being asked to leave the school in accordance with the disciplinary process.

Informing school of absence:

School should be contacted by telephone on 02476 332382 by a parent, carer or student before 7.30am on the first day of absence. If a student knows they are going to be absent, they should inform the teacher whose lessons they are going to miss beforehand and ensure that they catch up on all relevant work they miss, including homework.

If absence is due to a medical appointment student must bring the appointment card or letter to show their tutor to confirm the reason for absence.

Students should email their subject teachers to inform them of their absence attaching any homework that was due to be handed in.

5. Probationary Period

All student placements at Cardinal Newman will be reviewed during the probationary period (normally the first six weeks of term). This period of time will be used by the school to assess each student's ability and commitment to their courses. Attitude and approach to learning, behaviour – including adherence to the dress code, attendance and punctuality are all assessed during the probationary period. The aim of the probationary period is to determine the students' suitability for sixth form study at Cardinal Newman and to evaluate the appropriateness of the chosen pathway. If after the probationary period a sixth form placement is deemed to be non-viable, the student will not be able to continue studying at Cardinal Newman.

6. Disciplinary Procedure

The staff and governors of Cardinal Newman Catholic School believe that good behaviour is necessary for effective teaching and learning to take place. At Cardinal Newman we believe that respect for self and others is the basis of good behaviour.

Principles

We seek to create an inclusive and caring environment for our pupils by:

- promoting desired behaviour and discipline
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- ensuring equality and fairness of treatment for all
- encouraging consistency of response to both positive and negative behaviour
- promoting early intervention
- providing a safe environment free from disruption, violence, bullying and any form of harassment
- encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the school's policy and associated procedures
- promoting a culture of praise and encouragement in which all students can achieve

What do we not accept in the school?

- A lack of respect for peers and tutors.
- Bullying, harassment, discrimination.
- Violent behaviour.
- Vandalism
- Any other behaviour which affects the learning process in a negative way.

Consequences for unacceptable behaviour

The disciplinary procedure

There are five stages when it comes to the disciplinary procedure: -

Stage 1: Verbal Warning 1– and an informal discussion given for unacceptable behaviour. This will be issued by the Head of Year Miss McHugh or the Sixth Form Co-ordinator Mrs Pears in a meeting where targets will be set.

Stage 2: Verbal Warning 2 and a letter sent home to parents or carers issued by the Head of Year Miss McHugh outlining the gravity of the misdemeanor. Targets will be set at the meeting and a time frame for review will be established.

Stage 3: Written Warning 1– given if a student continues to behave in an unacceptable manner despite the verbal warnings. This will involve a formal meeting with parents or carers and Assistant Headteacher Mr Courtney. At the meeting targets will be set and a time frame for review will be established.

Stage 4: Written Warning 2 given if a student continues to behave in an unacceptable manner despite the Written Warning 1. There will be a formal meeting with Deputy Headteacher Ms Goodwin/Mrs Green and a Governor advising that the next sanction will result in Stage 5 and possible removed from roll. The learner may be suspended and the duration of the suspension will depend on the severity of the misconduct.

Stage 5: If a student continues to behave in an unacceptable manner despite the previous interventions there will be a formal meeting with parents or carers and the Headteacher Ms O'Connor establishing removal from courses and roll.

Immediate Suspension or Exclusion– there are certain types of behaviour that will lead to an immediate suspension these include (this list is not exhaustive): bringing drugs to the premises; violent or threatening behaviour; bullying; vandalising school property or any other behaviour that threatens the safety of students or staff.

In such cases a critical incident report is logged and the parents/carers are informed of the suspension and invited to a meeting with either the Head of Year or Assistant Headteacher of Sixth Form. The student is not allowed to return to the premises until the matter is resolved. If the behaviour warrants it, the police might be involved.

Paying for Damages – If a student wilfully damages school property they will receive the appropriate consequence as detailed above. In addition to that they or their parents/carers will be asked to pay for repairing or replacing the damaged property

What to do if you have a complaint: Grievance Procedure

The aim of the complaint's procedure is to ensure that all students and staff feel that they are treated fairly and respectfully. Any student who feels unhappy with the way they have been treated by any member of staff, student or any other member of Cardinal Newman Catholic School should be encouraged to make a complaint.

Complaints can be made formally or informally, to the Headteacher Ms O'Connor, Headteacher, Cardinal Newman Catholic School, Coventry CV6 2FR

ATTENDANCE PROCEDURE

The discretion of the Head of Year is needed in identifying students. Attendance may be below expectation due to exceptional circumstances such as: bereavement, hospitalisation etc.

Absence from school

When a student is absent from school, the Sixth Form Administrator will contact home to establish or confirm the reason for absence and the likely return date.

Preliminary – letter

Student's attendance is less than 95% or the student has had more than one week off school

Letter 1 sent home highlighting the initial concern and initiating a dialogue between school parents or carers e.g. If there is a barrier to student attending. Letter issued by Head of Year Miss McHugh advising that the attendance will be monitored over the next 4-week period. The target is to achieve a 95%+ attendance to 95%+ over the next 4-week period at which point progress will be reviewed.

Stage 1 – Review Meeting 1

Student's attendance remains less than 95% after the 4-week monitoring period.

A meeting is arranged with parents or carer and student to discuss the attendance concern. A Verbal Warning 1 may be issued. At the meeting targets will be set and a time frame for review will be established (usually 4 weeks) and confirmed in writing.

Meeting and letter issued by Head of Year Miss McHugh or Sixth Form Team

Review Dates

Attendance will be reviewed by Head of Year Miss McHugh on a fortnightly basis and a half-termly calendared attendance review will take place each half term.

Student's progress against their individual attendance will be reviewed in accordance with the time frame set.

Stage 2 – Review Meeting 2

The targets set at the Review Meeting 1 have not been met and student's attendance remains less than 95% at end of review period.

A meeting is arranged with parents or carer and student to discuss the attendance concern. A Verbal Warning 2 may be issued. At the meeting targets will be set and a time frame for review will be established (usually 4 weeks) and confirmed in writing.

Meeting and letter usually issued by Mr Courtney Senior Assistant Headteacher outlining the seriousness of the concern regarding attendance.

Stage 3: Review Meeting 3

The targets set at the Review Meeting 2 have not been met and student's attendance remains less than 95% at end of review period.

A meeting is arranged with parents or carer and student to discuss the attendance concern. A Written Warning 1 may be issued. At the meeting targets will be set and a time frame for review will be established (usually 4 weeks) and confirmed in writing.

Meeting and letter usually issued by Deputy Headteacher Ms Goodwin and Senior Assistant Headteacher Mr Courtney outlining the seriousness of the concern regarding attendance.

Stage 4: Review Meeting 4

The targets set at the Review Meeting 3 have not been met and student's attendance remains less than 95% at end of review period.

A meeting is arranged with parents or carer and student to discuss the attendance concern. A Final Written Warning may be issued. At the meeting targets will be set and a time frame for review will be established (usually 4 weeks) and confirmed in writing.

Meeting and letter usually issued by Deputy Headteacher Ms Goodwin and a Governor advising that the next sanction may result in removal from roll.

Stage 5: Review Meeting 5

The targets set at the Review Meeting 4 have not been met despite previous interventions, there will be a formal meeting, usually with the Headteacher Ms O' Connor establishing removal from courses and roll.

