

BGS Sixth Form - Code of Conduct

We believe that our Sixth Form students should be independent learners, play an active part in the life of the Sixth Form and whole school communities, and, most importantly, be role models at all times.

We, therefore, do not wish to remove that independence by placing long lists of permitted/unpermitted items and restrictions here. Quite simply, we value a sense of trust and place great importance on decisions about 'appropriateness' being *at the discretion of the Sixth Form Team*.

However, there are some non-negotiable expectations:

- Attendance of 100% - (*please see Attendance Policy section*)
- Punctuality to all lessons, tutor sessions and assemblies – (*please see Punctuality and Truancy from Lessons section*)
- Full commitment to your programme of study
- Prompt completion of work set, with all deadlines met – (*please see Conduct in Lessons section*)
- It is also a requirement that students make a daily check and read carefully all school emails.
- Plus, adherence to the Post-16 Dress Code:
 1. Appropriateness of clothing will be at the discretion of the Sixth Form Team; students arriving for school dressed inappropriately may be sent home to change
 2. Students must wear their lanyard when on school site; this is an essential safeguarding requirement.
 3. Students should dress in a manner that is suitable for a working day in school, being sensitive to our school community and setting a good example to younger students

Please note, it is in the student's interest to abide by these codes as Higher Educational and Vocational institutions call for references outlining an individual's attendance, punctuality and trustworthiness. Setting an excellent example during their time in Sixth Form will have a positive effect upon future applications.

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Bingley Grammar School Sixth Form - Attendance Policy

Bingley Grammar School takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students.

All post 16 courses are intensive and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students also have non-contact periods on their timetables for private study, homework and enrichment activities. If students are granted the privilege of studying at home, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases, students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore strive for 100% attendance for the year, however, we realise there are factors which are out of students control and therefore we hope that all students have at least 97% attendance, which amounts to 4.25 days off in a year. If this even slips to 95% this is 9.5 days off school, essentially two weeks. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with students and their families to ensure each student attends school regularly and punctually. The school will establish an effective system of incentives and rewards, which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. To meet these objectives, Bingley Grammar School will continue to provide an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

Whole-School Policy for School Attendance

Bingley Grammar School aims to:

- set the overall percentage of student lesson attendance at school to above 97%
- make lesson attendance and punctuality a priority for all those associated with the school including students, parents, teachers and Governors
- develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- provide support, advice and guidance to parents and students
- develop a systematic approach to gathering and analysing attendance-related data
- further develop positive and consistent communication between home and school
- implement a system of rewards and sanctions
- promote effective partnerships with external services and agencies
- recognise the needs and support of the individual student when planning reintegration following significant periods of authorised absence

Partnership

What the school expects of students

- Attend regularly, on time and ready to learn
- Attend all timetabled lessons and any other arranged periods designated by the Sixth Form Team
- To sign or scan in/out at any point of arrival/departure according to current policy
- To tell a member of staff if there is any problem which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours
- Ensure parental communication to school should they need to leave early or will be absent from school for a full/half day

What the school expects of parents/carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school (via Arbor) on the first day their child is absent for any reason and then on all subsequent days if the student is unable to attend school him/herself.
- To avoid taking holidays in term time
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- To provide evidence to support absence such as an appointment card/letter, a copy of a prescription slip with name and date visible or medication packaging with name and date visible. Alternatively, if none of the above are available a note/communication, signed by the parent/carer, should be sent to school explaining the reason for absence.

What parents/carers and pupils can expect from school

- A Sixth Form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers

Absences

Acceptable reasons for being absent from school, set by the Department for Education:

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has toothache and has an emergency appointment
- Day(s) of religious observance
- The student is prevented from attending by an unavoidable cause
- There is a close family bereavement

- Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work
- University and Employer Open Days – students may attend no more than three of these events in an academic year
- Work experience – requests for term-time leave for essential work experience (e.g. medicine, law, teaching) will be dealt with on a case-by-case basis. Ideally, these requests should be submitted at least a month in advance

Some examples of unacceptable reasons for keeping a child away from school are:

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- Sleeping in
- One child is ill, so all are kept off school
- Minor ailments such as a headache
- Because it is the end of the week or term
- Driving lessons
- Adverse weather conditions (if the school is remaining open)

If a student is absent from school longer than a period of 5 days due to illness parents/carers may be asked to provide medical evidence to support the student's absence.

Leave of absence may not be given to enable a pupil to undertake employment during school hours unless it is to engage in work experience arranged with school's approval.

Signing In and Out

It is a legal requirement that we know who is in the school building at all times.

Students must make sure that they INDIVIDUALLY sign in/swipe as they enter/leave the school premises throughout the day. At designated times, students should use the Sixth Form turnstile for individual entry and exit to the school building.

In-school procedures

We are keen to identify attendance concerns at the earliest opportunity to give parents/carers, students and the school the ability to intervene early and prevent further decline. We will do this by following the procedures outlined below;

Unexplained absence process

If a student is absent from school and we have received no communication from either the student or a parent/carer a text message will be sent from school requesting a reason.

An email detailing any unexplained absences will be sent to the parent/carer if no communication has been received. A reply is requested stating the reason for the students' absence to enable attendance records to be updated; if no reply is received, this will be recorded as an unauthorised absence.

Attendance Procedure

STAGE 1 – Sixth Form Communication

Attendance below 90% in a two week period

This early notification is intended to share our concerns with you and give you the opportunity to intervene/contact the school so that early support/intervention can be put in to place, if needed.

- Should attendance decline to 90% or below in a two week period, students and parents will be sent notification via email

Attendance will continue to be monitored closely for an appropriate time period.

STAGE 2 – Sixth Form Pastoral Lead Intervention

Continued poor attendance or sustained attendance below 90%

- A communication will be sent to the parents/carers of the student informing them of the situation and inviting them into school for a meeting with the Sixth Form Pastoral Lead where the main issues will be addressed and targets/support actions agreed to help improve your child's attendance.
- An Attendance Agreement will be issued and action points put into place that are agreed by the Sixth Form Pastoral Lead, parent/carer and the student.

We will monitor and review your child's attendance over the following weeks to identify any significant improvement in their attendance. If this has been achieved, then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous Attendance meeting.

STAGE 3 – Head of Sixth Form Intervention

Failure to meet the requirements set by the attendance agreement or attendance remaining below 90%

- A communication will be sent to the parents/carers of the student informing them of the situation and inviting them to a meeting.
- The student will be asked to meet with the Head of Sixth Form with parents/carers. The Sixth Form Pastoral Lead will also be present.
- Attendance during all Study Periods and 'free periods' will be made mandatory for an agreed period

STAGE 4 – Head Teacher Intervention

Continued failure to meet requirements of attendance agreement

- Appropriate disciplinary proceedings will be decided by the Head Teacher, which could include:
 - The student being asked to pay for their exam entries
 - The student being withdrawn from their course(s)
 - Year 12 students not permitted to continue their studies in Year 13

- request to leave Sixth Form if student is persistently absent from school and refuses to engage in intervention procedures.
- The parents/carers of the student will be involved in the process.

Holidays

Government legislation does not permit parents/carers to take their child/ren out of school during term time as this can have a detrimental effect on their academic progress.

Holidays **will not be authorised** in school time parents/carers wishing to apply for exceptional circumstances need to complete a *Request for Exceptional Term Time Leave* form at least 20 school days prior to the absence and given to the Sixth Form Office. Upon receipt of a *Request for Exceptional Term Time Leave* a decision will be made, (the Headteacher's decision is final), and parents/carers will be notified either in writing/or verbally of our decision, course of action and how the absence will be recorded on our system. If this request is not agreed the absence will be recorded as unauthorised and you may receive a Holiday Penalty Notice (fine) from the Local Authority. Any student that has less than 95% will not have this authorised unless there are mitigating circumstances.

A copy of this form can be obtained from the Main Attendance Office.

Sixth Form Attendance Policy Action Flowchart

STAGE 1 – Sixth Form Pastoral Lead Meeting

Cause for concern communications will be sent home to parents/carers when lesson attendance falls below 90% over a two week period

This early notification is intended to share our concerns with you and give you the opportunity to intervene/contact the school so that early support/intervention can be put in to place, if needed.



STAGE 2 – Sixth Form Pastoral Lead Intervention

Continued poor attendance remaining below 90%

- A communication will be sent to the parents/carers of the student informing them of the situation and inviting them into school for a meeting with the Pastoral Lead where the main issues will be addressed and targets/support actions agreed to help improve your child's attendance.
- An Attendance Agreement will be issued and action points put into place that are agreed by the Pastoral Lead, parent/carer and the student.

We will monitor and review your child's attendance over the following weeks to identify any significant improvement in their attendance. If this has been achieved, then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous Attendance meeting.



STAGE 3 – Head of Sixth Form Intervention

Failure to meet the requirements set by the attendance agreement or attendance remains below 90% for lessons

- A communication will be sent to the parents/carers of the student informing them of the situation and inviting them to a meeting.
- The student will be asked to meet with the Head of Sixth Form with parents/carers. The Pastoral Lead will also be present
- Attendance during all 'Study' or 'Free' periods will be made mandatory for an agreed period until attendance improves



STAGE 4 – Head Teacher Intervention

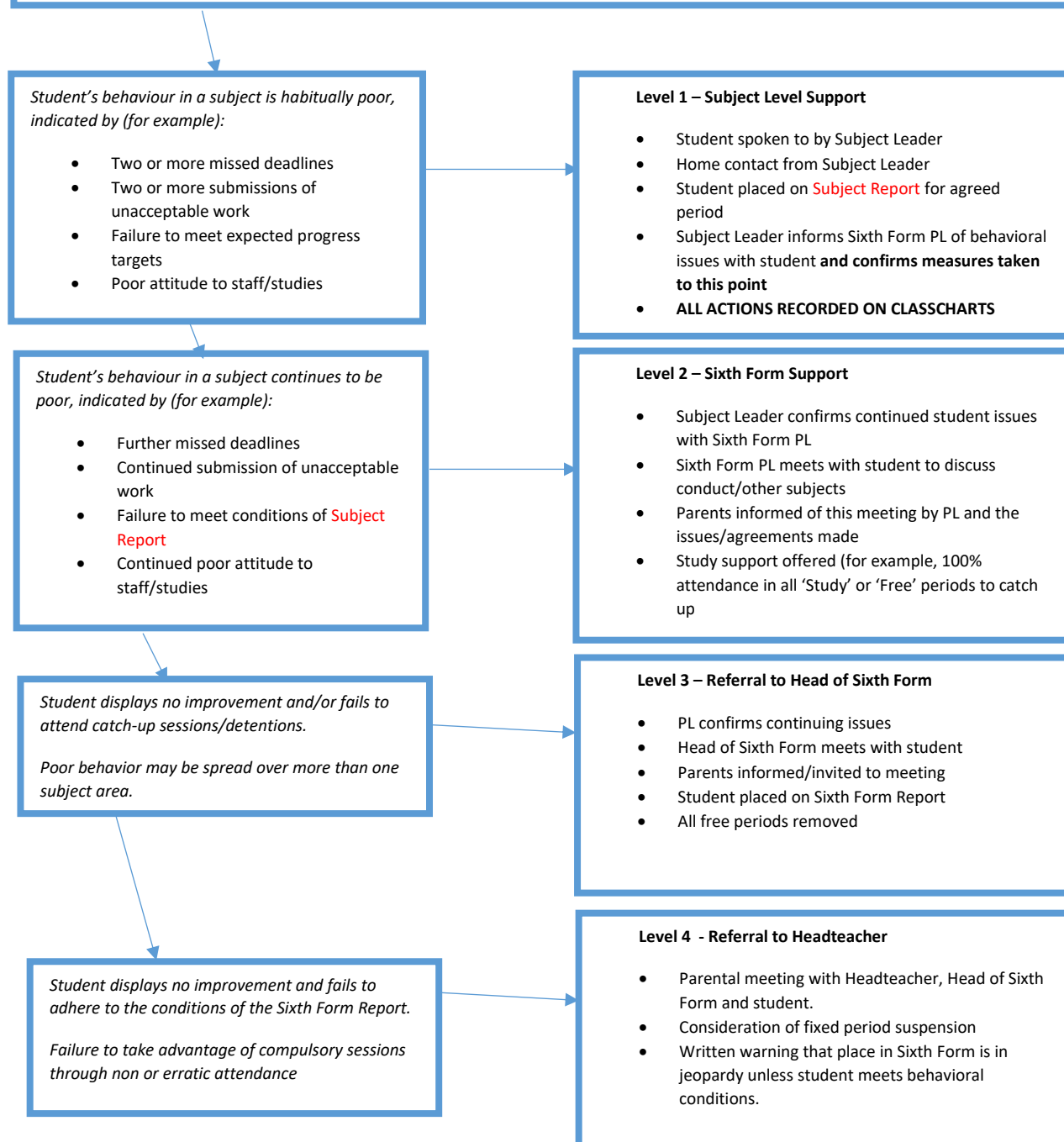
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 - request to leave Sixth Form if student is persistently absent from school and refuses to engage in intervention procedures.

Conduct in Lessons

Behaviour in Sixth Form lessons should be exemplary. If any concerns regarding a student's conduct in lessons develop they should be dealt with in the following manner:

Preliminary Level – Initial issues where behaviour or work is poor will be handled by the classroom teacher in line with whole school behaviour codes. Use of one to one discussion, phone calls home, detentions and communication with Subject Leaders are assumed actions at this point. **Classcharts must be used to record negative and positive behaviour** to help build an overall picture which can then trigger the next steps.



Punctuality and Truancy from Lessons

The requirement to take a timely and accurate register and to chase up absence is in all teacher job descriptions. The Sixth Form team will help in the case of serious and persistent problems.

