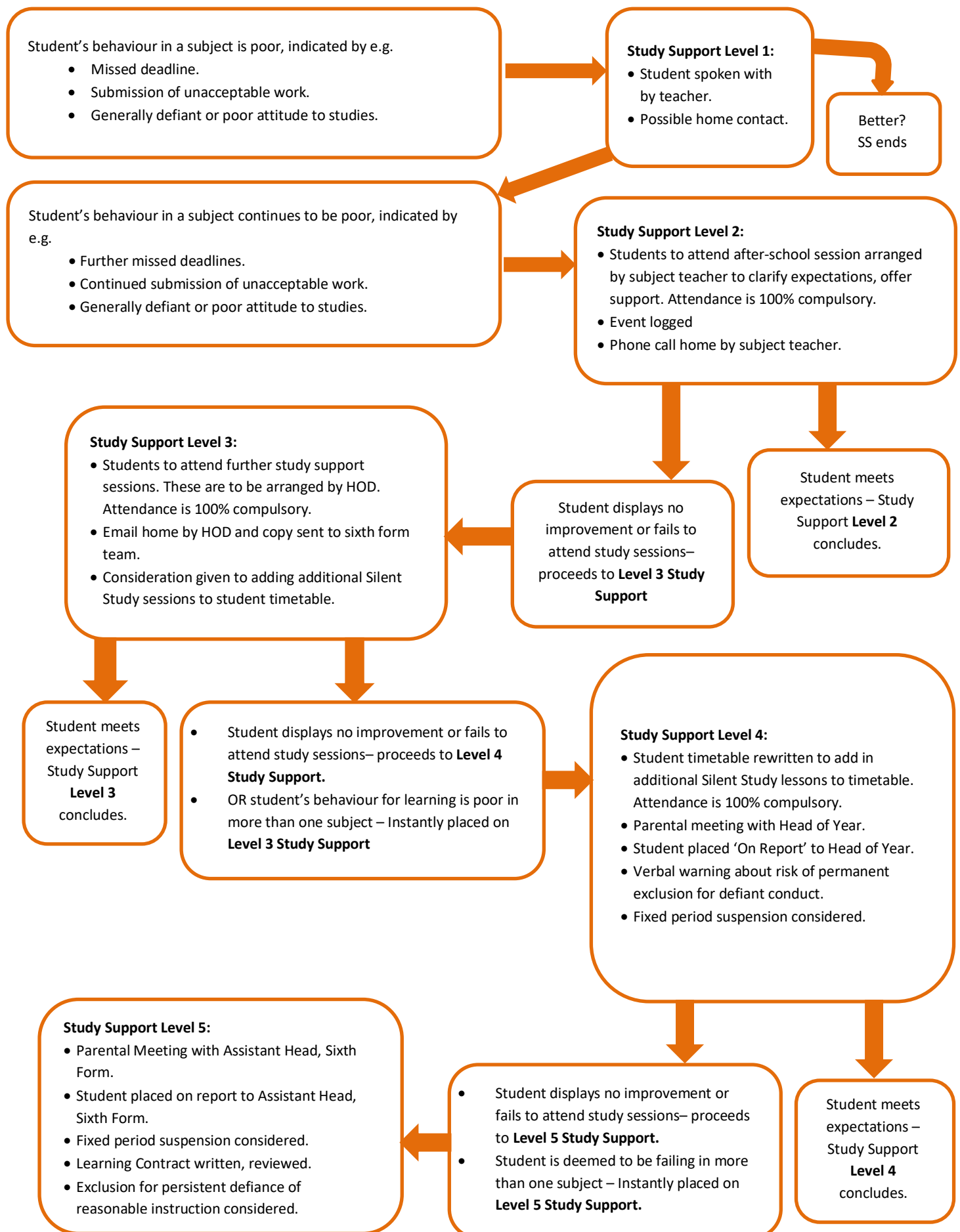


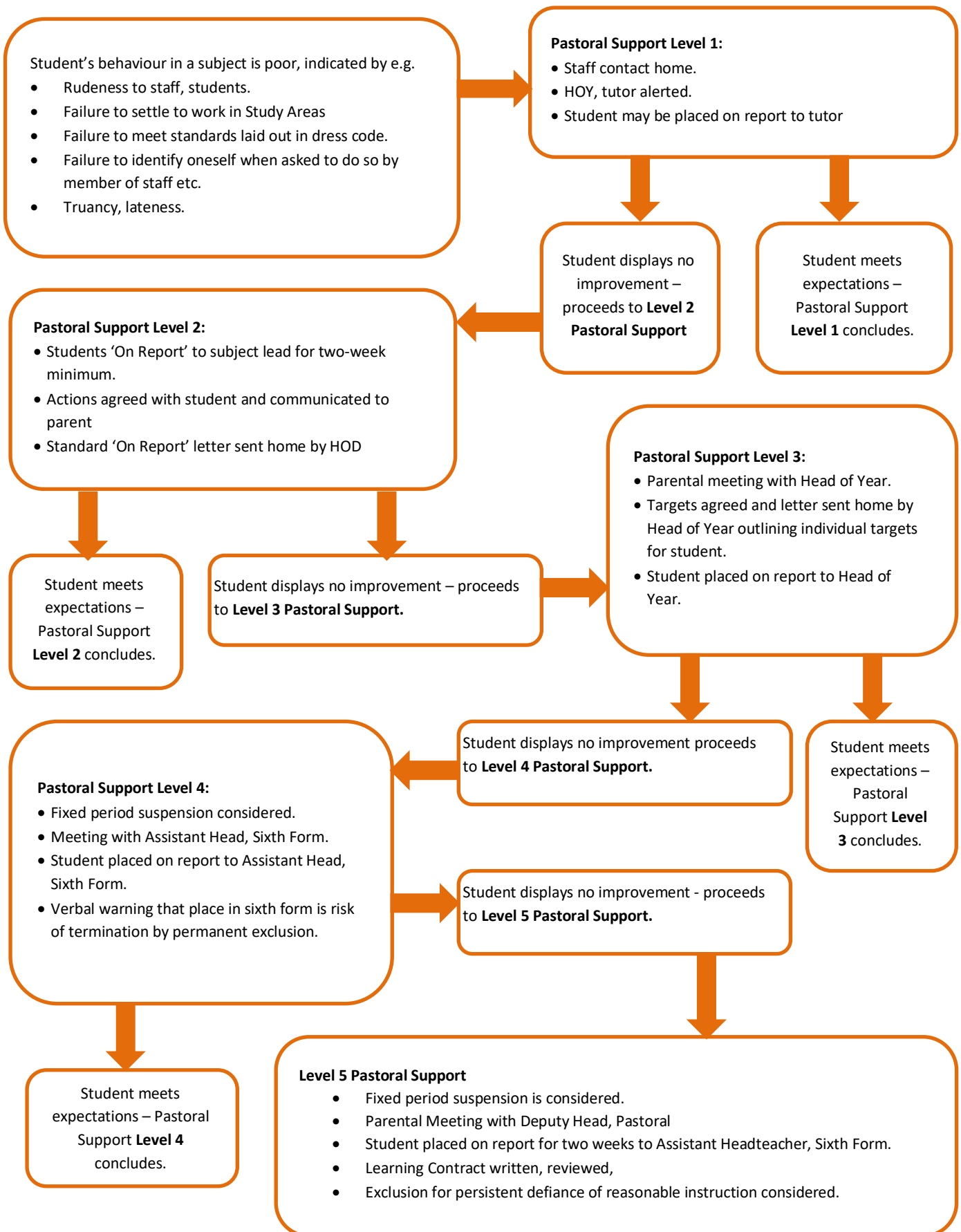
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Standard Operating Procedures

Standard Operating Procedure – Study Support Programme

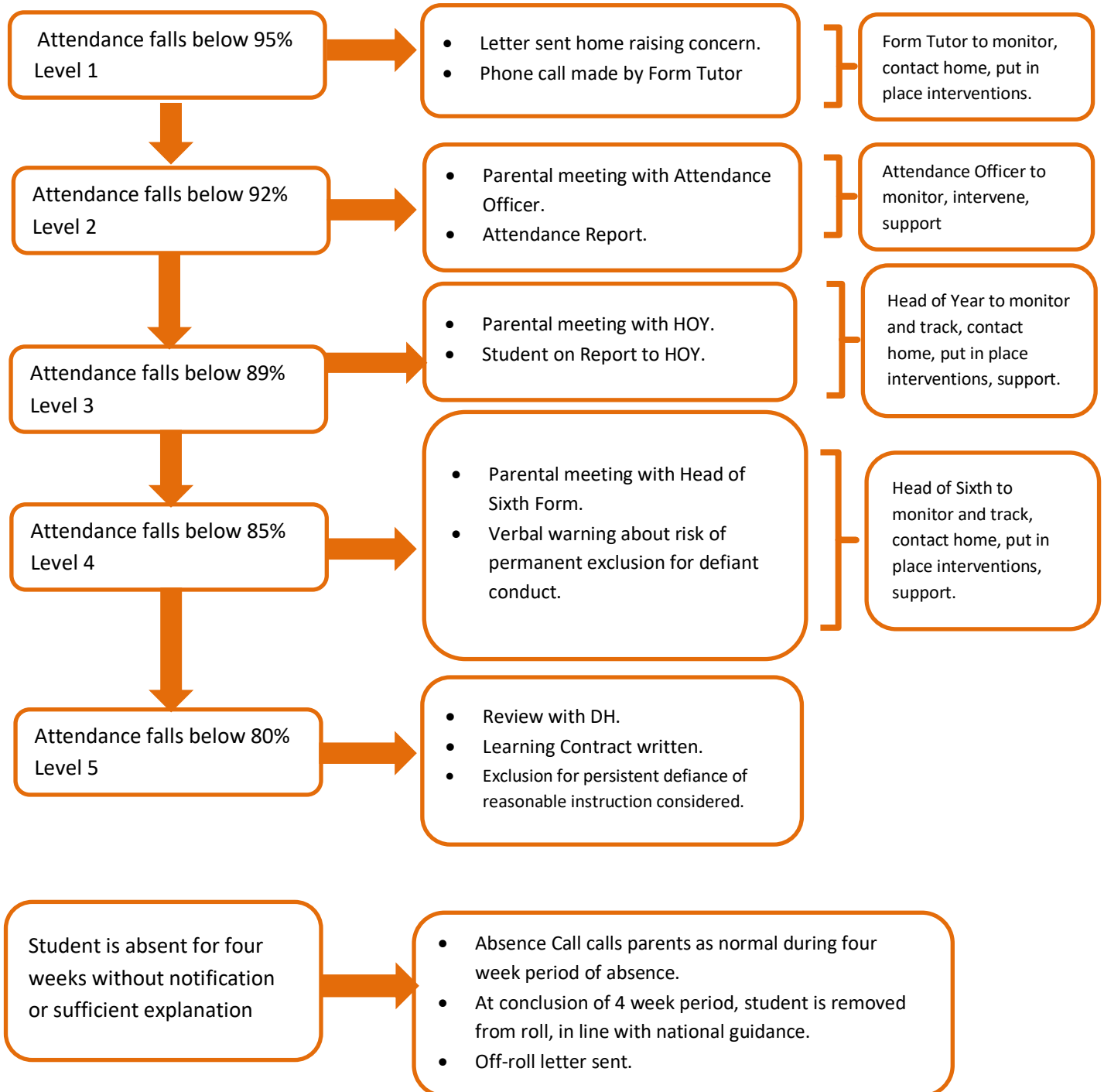


Standard Operating Procedure – Pastoral Support Programme



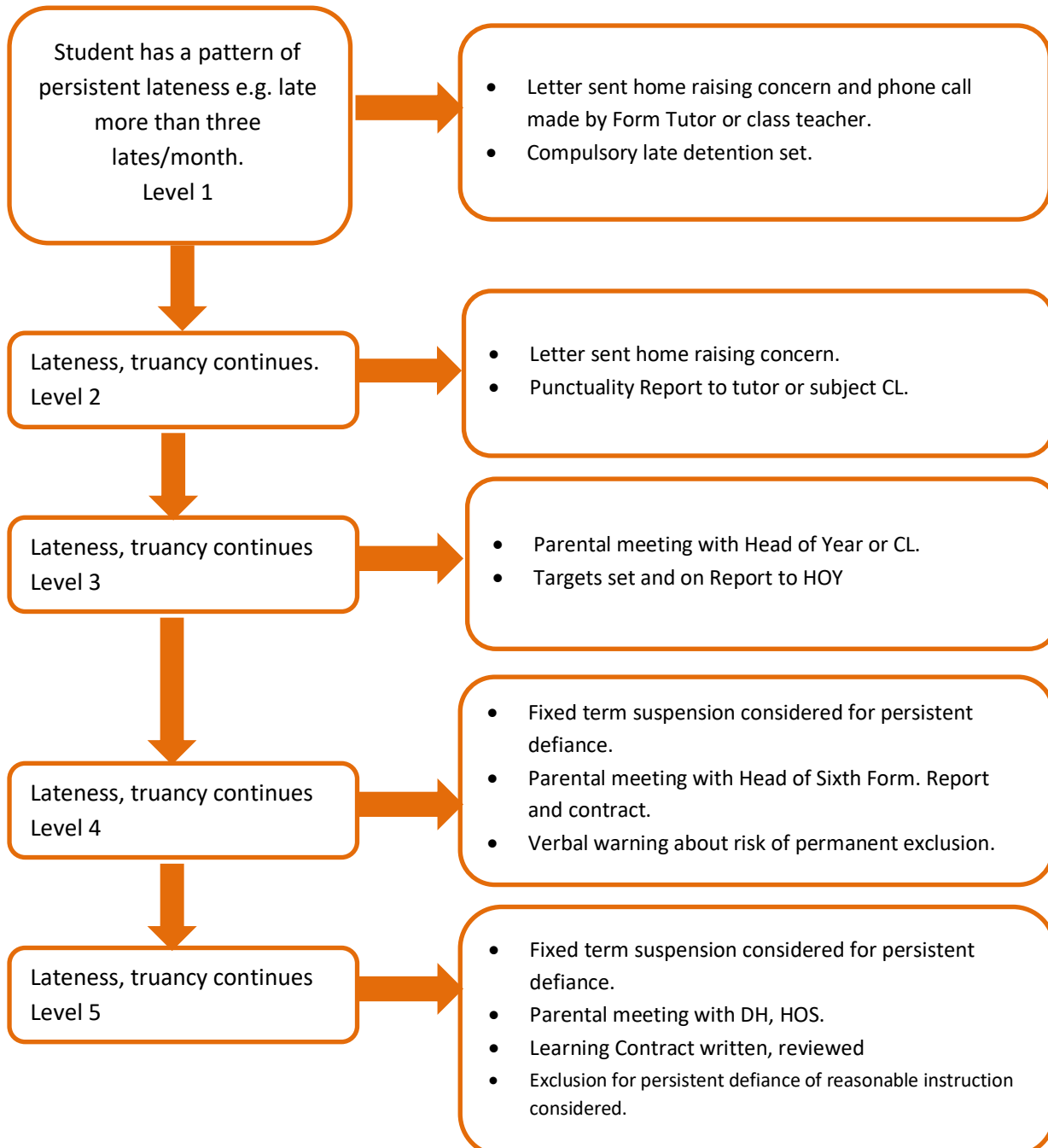
Standard Operating Procedure – Sixth Form Attendance

- Attendance team to produce weekly attendance report presenting students' individual attendance percentage.
- Parents to report absence to Sixth Form Office by 9:00am via phone or email.
- All incidents of illness/medical absence to be documented with medical evidence (e.g. Doctors notes/Letters) and kept in student file.
- Absence without evidence cannot be authorised.
- No holidays in term-time can be authorised.
- Below 80% attendance, the school will not pay for Sixth Form students to be entered for public examinations.
- The EFA will not fund students with four week's consecutive absence from school without medical notification.
- If students do not attend school for four weeks and do not provide such notification, they will be taken off roll, in line with LEA and National guidance.
- The school will alert parents about student absence using Absence Call, so the fact that the student wasn't present in school will be known to parents.



Standard Operating Procedure – Punctuality, Truancy from lessons

- Students to be in registration by 8:40am.
- Students must return for 11.10 from break and 2 p.m. from lunch.
- Students late to AM or PM registration detained by tutor.
- Students late to lessons detained by teacher.
- Persistent latecomers to be passed to Head of Year or Head of Faculty as appropriate, parental contact made and detention set.
- Failure to attend this detention generates a further 1 hour SLT detention.
- In addition, see flowchart below.



Standard Operating Procedure – Serious misconduct

- Teaching Staff to follow School Behaviour Policies for minor instances of poor behaviour.
- This flowchart details the school's response to serious misconduct and serious incidents of poor behaviour.
- NB 'Serious incident of poor behaviour' includes plagiarism.

