

TALLIS 16+

Standard
Operating
Procedures

Standard Operating Procedure - Study Support Programme

Student's behaviour in a subject is poor, indicated by e.g.

- Missed deadline.
- Submission of unacceptable work.
- Generally defiant or poor attitude to studies.

Study Support Level 1:

- Student spoken with by teacher.
- Possible home contact.

Better? SS ends

Student's behaviour in a subject continues to be poor, indicated by e.g.

- Further missed deadlines.
- Continued submission of unacceptable work.
- Generally defiant or poor attitude to studies.

Study Support Level 2:

- Students to attend after-school session arranged by subject teacher to clarify expectations, offer support. Attendance is 100% compulsory.
- Event logged
- Phone call home by subject teacher.

Study Support Level 3:

- Students to attend further study support sessions. These are to be arranged by HOD. Attendance is 100% compulsory.
- Email home by HOD and copy sent to sixth form team.
- Consideration given to adding additional Silent Study sessions to student timetable.

Student displays no improvement or fails to attend study sessions—proceeds to Level 3 Study Support

Student meets expectations – Study Support **Level 2** concludes.

Student meets expectations – Study Support Level 3 concludes.

- Student displays no improvement or fails to attend study sessions—proceeds to Level 4 Study Support.
- OR student's behaviour for learning is poor in more than one subject – Instantly placed on Level 3 Study Support

Study Support Level 4:

- Student timetable rewritten to add in additional Silent Study lessons to timetable.
 Attendance is 100% compulsory.
- Parental meeting with Head of Year.
- Student placed 'On Report' to Head of Year.
- Verbal warning about risk of permanent exclusion for defiant conduct.
- Fixed period suspension considered.

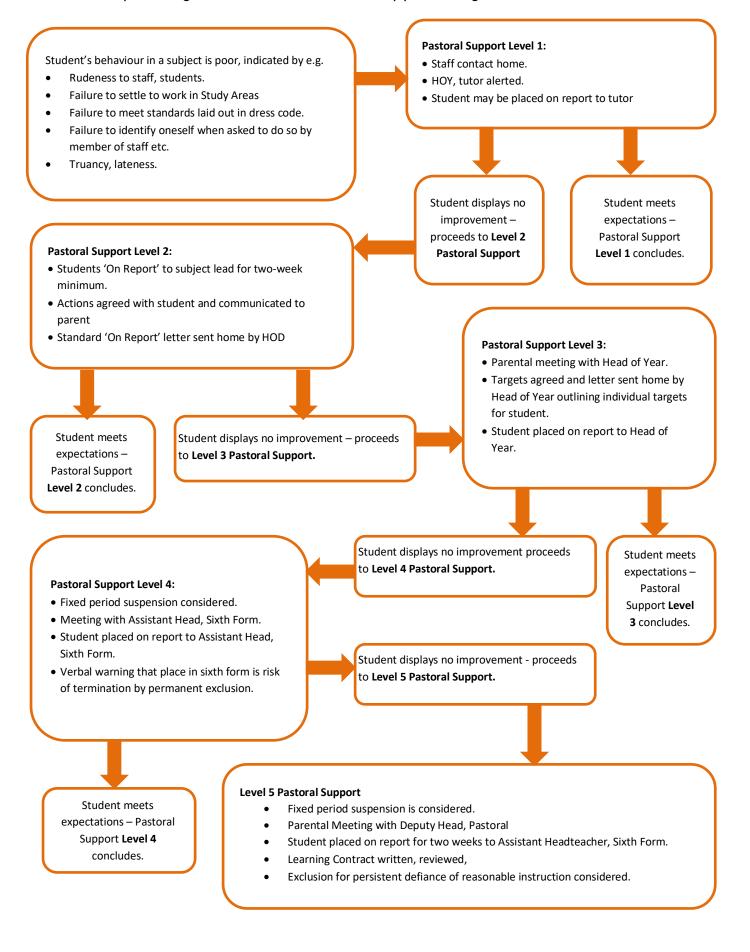
Study Support Level 5:

- Parental Meeting with Assistant Head, Sixth Form.
- Student placed on report to Assistant Head, Sixth Form.
- Fixed period suspension considered.
- Learning Contract written, reviewed.
- Exclusion for persistent defiance of reasonable instruction considered.

- Student displays no improvement or fails to attend study sessions— proceeds to **Level 5 Study Support.**
- Student is deemed to be failing in more than one subject – Instantly placed on Level 5 Study Support.

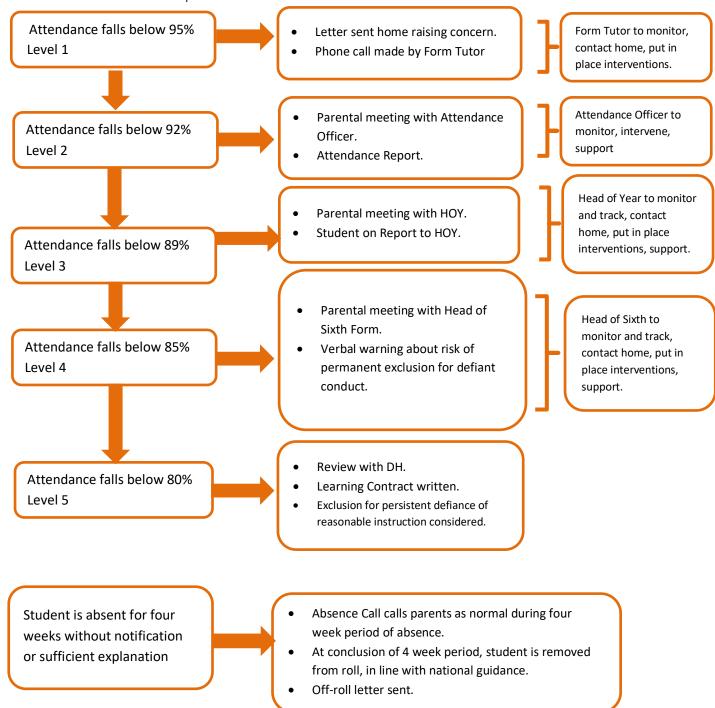
Student meets expectations – Study Support Level 4 concludes.

Standard Operating Procedure - Pastoral Support Programme



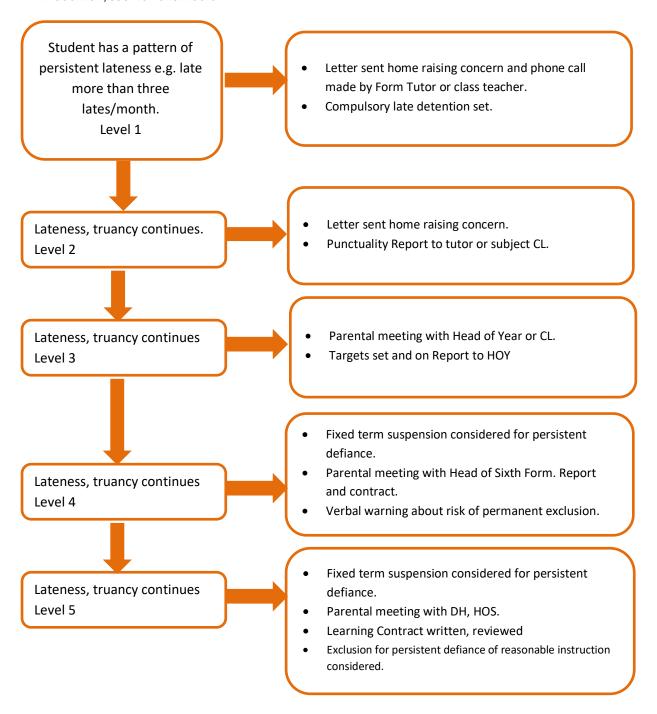
Standard Operating Procedure - Sixth Form Attendance

- 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.



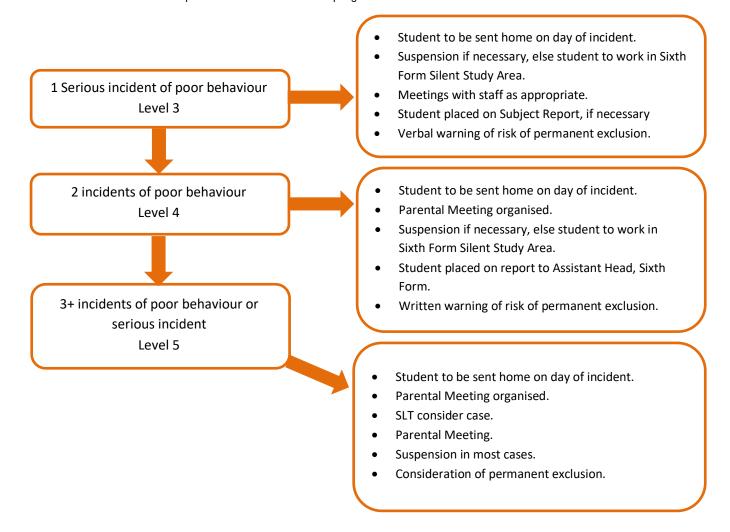
Standard Operating Procedure - Punctuality, Truancy from lessons

- 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.



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