

# Magna Academy Sixth Form Disciplinary Procedure

## Attendance – Unexplained Absences or Lateness

maintain 96%+ attendance

Students are expected to

ATTENDANCE MANAGER ACTIONS	TUTOR ACTIONS		CURRICULUM AREA ACTIONS	
Email previous day's unexplained absences and missed lessons to tutors/ teachers on a daily basis.	Tutor to discuss absences with student and report back to Attendance Manager.		If teacher knows reason for absence report to Attendance Manager and inform tutor.	
Lateness: If late more than 3 occasion in one week punctuality letter to be sent home and recorded on Progresso.	Further absence if spread across subjects: Discuss with student and contact home as necessary. Remind students of 96% target. If attendance drops below 95% discuss with student. Targets to be set and reviewed after 2 weeks. Record on Progresso.		Further absence if focussed in one subject area: Teaching staff to discuss with student. Remind student of expectations. Impose sanctions (if appropriate) Record on Progresso.	
Absence: Letters requesting reasons for unexplained absences to be sent to parents on a weekly basis and recorded on Progresso.  If no reply record as unauthorised	Improved attendance/punctuality Monitor but no further action.	Further attendance/punctuality concerns: Invite parents/carers in for meeting. Record on Progresso.	Improved attendance/punctuality Monitor but no further action.	Teaching staff to monitor and sanction lateness and attendance and set appropriate detentions and invite parents/carers for meeting. Record on PROGRESSO.
		Student receives <b>verbal warning</b> . Targets to be set and reviewed after 3 weeks. Record on Progresso.		If subject specific lateness/attendance does not improve subject/curriculum leader to support teacher at a parent/carer meeting. Student receives a <b>verbal warning</b> . Record meeting on PROGRESSO.
		Tutor may wish to support punctuality by allocating free periods to Independent study.		Liaise with tutor/Sixth Form Link.
		When student shows improvement meet with student and review targets. Call home to inform of improvement. Record on Progresso.		No significant improvement: Forward evidence to Assistant Principal Curriculum and Sixth Form. <b>Level 1 Warning</b> to be issued.
Produce fortnightly attendance statistics available for view in Sixth Form Attendance folder on U Drive.				
Attendance Manager to identify concerns and check/follow actions.				
	No significant improvement: Forward evidence to Assistant Principal Curriculum and Sixth Form. <b>Level 1 Warning</b> to be issued.			
	Still no improvement: <b>Final Warning</b> to be issued by Assistant Principal in consultation with Vice Principal Standards		Still no improvement: <b>Final Warning</b> to be issued by Assistant Principal in consultation with Vice Principal Standards	

All sanctions and other actions (including copies of letters) to be recorded on Progresso in order that Sixth Form Team, tutors and teaching staff are fully informed.

Summary of Disciplinary Actions to be taken: Verbal Warning

Level 1 (Written) Warning by Assistant Principal in consultation with tutor

Level 2 (Written) Warning by Vice Principal in consultation with Assistant Principal