

Magna Academy Sixth Form Disciplinary Procedure
Attendance – Unexplained Absences or Lateness
Students are expected to maintain 96%+ attendance

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 the Attendance Manager.		If teacher knows the reason for absence, report to the Attendance Manager and inform the tutor.	
Lateness: If late on more than 3 occasion in one week, punctuality letters to be sent home and recorded on Arbor.	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 Arbor.		Further absence if focussed in one subject area: Teaching staff to discuss with student. Remind student of expectations. Impose sanctions (if appropriate) Record on Arbor.	
Absence: Letters requesting reasons for unexplained absences to be sent to parents on a weekly basis and recorded on Arbor. 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 Arbor.	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 Arbor.
Produce fortnightly attendance statistics available for view in		Student receives verbal warning . Targets to be set and reviewed after 3 weeks. Record on Arbor.		If subject specific lateness/attendance does not improve subject/curriculum leader to support teacher at a parent/carer meeting. Student receives a verbal warning . Record meeting on Arbor. Liaise with tutor/Sixth Form Link.
		Tutor may wish to support punctuality by allocating free periods to Independent study.		
		When a student shows improvement, meet with student and review targets. Call home to		

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Sixth Form Attendance folder on shared drive.		inform of improvement. Record on Arbor.		
Attendance Manager to identify concerns and check/follow actions.		No significant improvement: Forward evidence to Assistant Principal Curriculum and Sixth Form. Level 1 Warning to be issued.		No significant improvement: Forward evidence to Assistant Principal Curriculum and Sixth Form. Level 1 Warning to be issued.
		Still no improvement: Final Warning to be issued by Assistant Principal in consultation with Vice Principal Standards		Still no improvement: Final Warning to be issued by Assistant Principal in consultation with Vice Principal Standards

All sanctions and other actions (including copies of letters) to be recorded in 6th Form drive 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