

Post 16 Policies

Attendance

Tutees should be reminded that the Post 16 office must be notified of absenteeism

- By parent calling 01604 716106 before 8.30am
- By completing a *student request for leave of absence form* from the Post 16 office. This form must include a signature from both tutor and parent or guardian

Students cannot self-certify. At all times a letter or phone call by parents or guardians is required or any absences will be recorded as unauthorised.

stage	Description	Action	Process
1	Attendance is below 96% after week 4 of the academic year.	Tutor phones home and stage 1 letter is sent home (see appendix stage 1).	<ul style="list-style-type: none"> • Tutor provides a summary of points discussed over the phone to CC and send a request for a stage 1 letter to be sent home • Tutor hands a copy of the letter to the student • CC to send letter home and record in student file
2	Attendance problem persists 4-weeks following stage 1 letter has been sent home.	Tutor phones home and stage 2 letter is sent home. Following this a weekly phone call home is made for the following 3 weeks (see appendix stage 2).	<ul style="list-style-type: none"> • Tutor provides a summary of points discussed over the phone to CC and send a request for a stage 2 letter to be sent home • Tutor hands a copy of the letter to the student • Tutor makes weekly phone call to parents over the next 4 weeks to review attendance • Tutor needs to provide a summary of the points discussed over the phone to CC and this is to be recorded in student file. • CC to send letter home and record in student file
3	<i>Either</i> attendance problems continue <i>Or</i> student attendance falls below 90%	Phone call and stage 3 letter sent home to parents to request formal meeting (see appendix stage 3) Students to go on attendance contract (appendix A)	<ul style="list-style-type: none"> • Tutor to inform CC that student has triggered stage 3 • CC to phone and send letter home to confirm meeting • Tutor and HOY to attend meeting. HOY to place student on 4-week attendance report and monitor this • CC to send letter home and record meeting notes in student file

4	Attendance problem continues	Phone call and stage 4 letter sent home to parents to request formal meeting (see appendix stage 4) SM places student on 2-week attendance report (see appendix B)	<ul style="list-style-type: none"> • HOY to inform CC that student has triggered stage 4 • CC to phone home and send letter to arrange meeting • HOY and SM to attend meeting • SM to place student on 2-week attendance report • CC to send letter home and record meeting notes in student file
5.	No improvement whilst on 2-week attendance report or following the completion of the attendance report	CC to share student file information with SM and Headteacher	<ul style="list-style-type: none"> • SM to meet with Headteacher and decision to be made whether student's position at KC is tenable • CC to send letter home and record meeting notes in student file

Punctuality

Punctuality is a life skill; good school attendance includes being on time. The habit of good punctuality will help you throughout your education, into adult life and when entering the work place. In the work place you cannot arrive at the start time, you must be in the work place prior to the start time and ready at your desk or work station for the official start time. This principle holds true in school.

A lack of punctuality also has an impact on all other students as the tutor / teacher is required to recap on missing information for those who arrive late. This reduces opportunities for the rest of the class.

Arriving late in the morning

At Kingsthorpe College our expectation is that all students are in their tutor room or assemblies at 8.40am. Therefore, those students who enter our gates after this are deemed late and will follow the process and sanctions outlined below:

Sanctions	Process
<ul style="list-style-type: none"> • Break time FINE (Failure in Normal Expectations) • 20-minute NNR (No Notice Restorative) 'late for learning' • 45-minute CCU (Compulsory Catch Up) Wednesday after school • 1-hour Friday NNR 	<ul style="list-style-type: none"> • A member of duty staff to verbally inform late students that they have FINE in the learning hub during breaktime today • CC during period 2 to inform students, tutors and P16 teachers of who has arrived late • P16 teachers providing a second verbal reminder to students that they are required to attend • HOY / DHOY to meet students in the learning hub and to keep the students in the classroom for 20 minutes • HOY / DHOY to inform CC of non-attenders and to record 'late for learning' on SIMs • CC to arrange 20-minute NNR at the end of the day to make up the time at the end of the days • Students who fail to attend the 20-minute NNR or have arrived late to school two or more times in a week will result in CCU being issued after school for 45 minutes • Failure to attend CCU will result in NNR being issued on Friday for an hour

Continued late arrival

Stage	Action	Process
1	If a student arrives late to tutor time on 15 occasions	<ul style="list-style-type: none"> • Tutor requests CC to send a stage 1 letter (see appendix stage 1) home • Tutor hands a copy of the letter to the student • CC to send letter home and record in student file
2	If a student arrives late to tutor time on 25 occasions	<ul style="list-style-type: none"> • Tutor to request CC to send a stage 2 letter (see appendix stage 2) home and to arrange a meeting between parents, student, tutor and HOY • Tutor hands a copy of the letter to the student • CC to send letter home and record meeting notes in student file
3	If a student arrives late to tutor time on 40 occasions	<ul style="list-style-type: none"> • SM to request the Post 16 Attendance & Communication officer to send a stage 3 letter (see appendix stage 3) home and to arrange a meeting between parents, student and SM • Tutor hands a copy of the letter to the student • SM to meet with the Headteacher to confirm next steps • CC to send letter home and record meeting notes in student file.

To clarify these are expectations for tutor time. Each subject has their own policies as to how attendance and lateness is addressed.

Behaviour

Post 16 students are expected to behave in an exemplary fashion during their time at KC. They are role models to the rest of the college. As such, KC has high expectations on behaviour and attitude to learning.

KC has a 5-stage intervention plan to support those students that do not meet our expectations.

Stage	Description and action	Process
1.	Student is spoken to by teacher and records a behaviour concern in one of the following categories: <ul style="list-style-type: none"> • <i>Post 16 disorganised for learning</i> • <i>Post 16 unacceptable attitude to learning</i> • <i>Post 16 homework</i> • <i>Post 16 truanting**</i> 	<ul style="list-style-type: none"> • Teacher to record concern and have an open discussion with student <p><i>** If a student is truant to a lesson the teacher is required to contact home and set a 1-hour NNR after school to make up for the learning missed.</i></p>
2.	When a student has recorded 5 behaviour concerns in a subject area the subject teacher is required to call home to outline concerns and to place the student on a 2-week subject contract (appendix A)	<ul style="list-style-type: none"> • Subject teacher to call home and to send an email update to CC • CC to update student file

3.	<ul style="list-style-type: none"> • <i>Either</i> student has failed to meet expectations outlined in subject contract <i>or</i> behaviour has declined since the completion of behaviour contract • Student is placed on intervention contract (appendix B) and mentored by SAC over a 4-week period. 	<ul style="list-style-type: none"> • Subject teacher provides SAC with an update and to copy in CC • SAC to initially contact parents and send stage 3 letter home (Appendix 1), mentor the student and to provide parents with a weekly update • CC to send stage 3 letter home and update student file
4.	<ul style="list-style-type: none"> • Students fails to meet expectations outlined on intervention contract • Parents are invited in • HOY places student on a 2-week intervention contract (appendix C) 	<ul style="list-style-type: none"> • SAC to provide HOY with an update and to copy in CC • CC to send stage 4 letter home (Appendix 2), contact parents to arrange a meeting with parents, student, SAC and HOY • HOY to place student on 2-week intervention contract • CC to send letter home and record meeting notes on student file
5.	All previous measures have failed and the student's behaviour over the year is reviewed including the 2-week SLT intervention	<ul style="list-style-type: none"> • HOY to meet with Headteacher and decide whether student's position at KC is tenable • CC to send letter home and record meeting notes on student file.

At any stage of the intervention process students can be requested to stay after school, during break or lunch-times to complete missed work. If at any time a student is not meeting deadlines or work is not being produced to an acceptable standard, subject teachers are required to set an NNR discuss these concerns with the student and to provide the opportunity for the student to catch up on missed work. If deemed necessary, the student can be directed to complete this in faculty areas or in the Post 16 Centre but in either circumstance NNR duty staff is required to be informed.

Fixed term exclusions

There may be circumstances where a student is excluded for a fixed term from Post 16. Behaviour likely to lead to fixed term exclusion may include:

- Threatening behaviour
- Rudeness to members of staff
- Violence
- Bullying
- Vandalism
- Racism
- Deliberate disobedience
- Repeated disruption to the learning process
- Behaviour deemed to undermine the good order of KC.

Following fixed term exclusion, parents / guardians will be expected to attend a formal readmission meeting.

Permanent exclusion

The Headteacher may decide that permanent exclusion is necessary because:

- All other steps to encourage the student to obey the college rules. Or;
- Allowing the student to remain in school would be seriously detrimental to the education or welfare of others in the school
- Persistent and defiant behaviour including homophobic, sexist or racist bullying
- Serious actual or threatened violence against a student or member of staff
- Sexual misconduct
- Supply or possession of an illegal drug
- Carrying an offensive weapon.

Dress code

Post 16 students are role models for the lower school students and whilst we do not have a uniform, we have expectations on how our students present themselves. Students who consistently fail to meet the dress code will be asked to return home and change. A note from parents is required if a student will not be able to meet the dress code which needs to be presented to a member of duty staff at the gate as you come into school and then to tutors at the start of the day.

Acceptable

- Cardigans
- Collared shirt
- Jumper (with shirt beneath)
- Polo shirt
- Skirt or dress of modest length – if you are unsure whether they length meets the criteria wear with a pair of opaque tights or leggings
- Smart shoes or boots
- Smart top with thick straps or capped blouse sleeves
- Tailored jacket or blazer
- Tailored trousers
- Tie

Unacceptable

- Denim or leather clothing or coats
- Extreme hair styles
- Flip-flops or sandals
- High heels
- Hoodies or sweatshirts
- Leggings (unless worn under a dress)
- Low cut, crop, strapless or vest tops
- See through materials
- Shirts or jumpers with brands
- Shorts
- Tracksuits
- Trainers (including black trainers)
- T-shirts
- Ugg or Dr Marten boots

Other considerations

- No extreme hair styles
- Excessive use of make-up will not be tolerated
- Students are not permitted to wear caps or hats
- All accessories should be kept to a minimum
- No facial piercings or ear plugs

Students must wear KC lanyard at all times.

The use of mobile phones and earphones is a privilege that can only be used in the Post 16 Centre. Any students who break these conditions will see the item confiscated and will not be returned until the next day.

It is not possible to predict changes in style or fashion, but any extremes in style or fashion which, in the opinion of the Senior Leadership Team, are judged to be dangerous, or felt to undermine the culture of Post 16, will not be tolerated.

Home study

Post 16 students should strive to achieve consistently good attendance as it has a significant impact on attainment. An exemplary record of attendance says a huge amount about you as a person: that you 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 and future employment.

The Post 16 team will issue termly prizes for students with outstanding attendance and punctuality *and / or* attitude to learning.

Home study is an exclusive privilege offered to Post 16 students who have demonstrated a mature and accomplished approach to their learning. For students to access home study they are required to:

- Have an overall attendance figure of >96%
- Have not reached stage 1 punctuality intervention
- Indicate + or = attitude to learning in all subjects
- Have not reached stage 2 behaviour intervention
- Have completed KC Evolve

Students who meet the criteria can apply for home study from the start of term 3 (January) in year 12 and the start of term 2 (November) in year 13.

When students are offered home study they must be in school between 8.40 – 1.20pm every day. Home study can be taken during period 5, if students have no lessons. This means that students may leave school at 1.20pm, if they have no timetabled lesson period 5. All students are required to sign out when they leave. If students wish they are welcome to stay at KC and study using the facilities on the condition that they are working with focus.

Students who are not offered home study must remain on KC premises between 8.40 – 3pm.

Home study is a privilege that will be reviewed on a termly basis and can be taken away for any breach of the requirements.