

Ark Academy Sixth Form Disciplinary Process

Progress Monitoring

Attendance

Academic

Behaviour

Stage
1

- Subject teachers mark students late to/absent from lesson.
- Sixth Form administrator enrolls students in **CCC** for lateness (x3) and truancy (x1)
- Dates of unauthorised absences from lesson chased weekly by form tutors.
- **10 lates, persistent truancy or <95% attendance? Students referred to Senior Tutor for green report by FJO.**

- Subject teacher logs Academic C4C.
- Subject teachers detain students where necessary and notifies parents of concern via phone or email.
- **Ongoing academic concerns escalated to Senior Tutor who refers student for green report.**

- All staff log **Behaviour C4C** documenting poor student conduct.
- Tutors discuss C4Cs with tutee in tutor time.
- Serious incidents referred directly to **Senior Tutor**.
- **Ongoing academic concerns escalated to Senior Tutor who refers student for green report.**

Form Tutor Report (1-2 weeks)

2

- **Parents notified via phone when student goes on report – terms of report agreed.***
- Subject teachers ticks that terms of report have been met each lesson, adds comment where necessary.
- Students submits report to form tutor every form time.
- Tutor reviews at end of 1 week period – determines whether students is enrolled for a second week.
- **Second failed week on green report means students are enrolled on orange report to HoY.**

Head of Year Report (2 weeks)

3

- **Parent meeting held with ST, FT and HOY when student goes on report – terms of report explained***
- Subject teachers ticks that terms of report have been met each lesson, adds comment where necessary.
- Students submits report to form tutor every form time and HoY for Friday review.
- **HoY reviews report at end of 2 week period – determines whether report escalates to HoSF contract,**

Head of Sixth Form Report (2 weeks)

4

- **Parent meeting held with ST, FT and HOY when student goes on report – terms of report explained***
- Subject teachers ticks that terms of report have been met each lesson, adds comment where necessary.
- Students submits report to form tutor every form time and HoY for Friday review.
- **HoY reviews report at end of 2 week period – determines whether report escalates to HoS contact.**

Head of School - Contract

5

- **Parent meeting held with student – terms of contract explained.**
- Terms of contract shared with Sixth Form staff who report instances of contract being broken where relevant.
- **Parent review meeting held to discuss outcome of contract.**

**terms of report may include the following: reporting to SF staff for agreed number of study periods, revoking of privileges, presenting work or study timetable to SF staff/parents at agreed times.*