Chelmer Valley Sixth Form Punctuality Policy

At Chelmer Valley High School, we believe that there is a link between academic performance and attendance. CVHS is a full time educational establishment and students are required to attend every day.

Punctuality alongside attendance is very important and the School will take this very seriously.

For our students to gain the greatest benefit from their education it is vital that they attend regularly and therefore they should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. We want all of our students to receive an education that maximizes their opportunities to achieve their full potential.

Punctuality figures are often required in any reference written by the School relating to a student’s progression to higher education, further education or employment. It is crucial in these highly competitive times, whether applying for work, training or university, that our students have a high standard of punctuality.

We expect students to attend every registration and timetabled session published on their timetable at the time expected. This includes tutorial time, Wednesday afternoon recreation, enrichment and supervised private study sessions within the library/Sixth Form study areas. Appropriate sanctions will be applied by the Head of Sixth Form to any student missing timetabled sessions without authorisation. We will praise and reward good attendance and punctuality.

**Monitoring Punctuality**

The following steps give an outline of the actions that may be taken to try to resolve the situation where a student’s punctuality raises concern. The Form Tutor working with the Sixth Form Pastoral Manager has a pivotal role in assessing the most appropriate course of action, as he or she is fully aware of the student’s individual circumstances.

Tutors and the Sixth Form Pastoral Manager will monitor students’ daily and weekly punctuality. Contact will be made with home in instances where no valid reasons for poor punctuality have been received.

If a student is late to school – tutors will email parent/guardian to inform them of the punctuality issue and to ascertain whether reasons given are genuine.

The school will implement the following sanctions in cases where the school does not consider that a student's punctuality levels are reasonable as detailed within the table below.
<table>
<thead>
<tr>
<th>Stage</th>
<th>Criteria</th>
<th>Action</th>
<th>By whom</th>
<th>Notes</th>
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| Stage 1 | Students late for registration or lessons (as monitored by tutor each day) | Discussion with student regarding punctuality from tutor who will need to ask student for reasoning - if not attending tutor time then meeting will need to be organised at another point  
Tutor to email parents after 3rd instance of lateness (using standard email) - P1 email detailing the number of minutes late explaining the impact of this and further steps  
Sixth Form pastoral manager to provide lists of tutees and current punctuality statistics to form tutors within the Sixth Form – half termly | Tutor | After the third instance of lateness – tutor to P1 email/ letter – Detailing current punctuality issues |
| 2 | No improvement since previous P1 letter sent / and tutor meeting – reviewed in three weeks | Tutor to arrange meeting with student to discuss reasons for punctuality and targets to improve to prevent further circumstances  
Referred to Sixth Form Pastoral Manager to attend Wednesday punctuality sessions in order to catch up missed time and P2 letter to be formally sent home to confirm Stage 2 and warnings of further consequences if not improved | Tutor  
Pastoral Manager | |
| 3 | No improvements post tutor meeting | Meeting with Sixth Form team – placed on punctuality report and student to get registered in Sixth Form Office at 8.35 | Sixth Form Pastoral team | Letter 2 (P2) after failing Punctuality Report - contains conditions relating to improvement and compulsory attendance at after school sessions on Wednesday to catch up missed time – and warning of additional consequences if punctuality does not improve |
|   | No further improvement in punctuality | Contract produced discussed and signed with details of quantitative (100%) requirement for punctuality for fixed term and reviews of subject and general performance seen positively to improve. Parents to be sent a copy of the contract. | Head of Sixth Form and Leadership Link | Contract copy sent – detailing serious concerns over future in Sixth Form within email if punctuality does not improve if fails report.  

5 | Continued poor, persistent punctuality | Follow up meeting with SL links for Sixth Form and Head of Sixth Form with student and parent. Student asked to leave the Sixth Form and find alternative provision. | Head of Sixth Form | Appointment organised with Mr Forrester, careers advisor prior to decision made on students future.  

A Challenging, Vibrant, Happy and Supportive Community