

Attendance

We recognise that excellent attendance and punctuality is a key factor to success and the development of employability skills. Please encourage your young person to attend all classes.

If we are concerned about your young person's attendance we will write to you. Poor attendance will transfer to the behaviour management process once there have been 3 attendance conversations, all support has been offered and there is no mitigation for persistent absenteeism. The student will go to the next stage of their behaviour management process up to Stage 4.

	Entry/Level 1	Level 2	Level 3
Exceptional Performance	100%	100%	100%
Motivated	90 – 99.9%	92 – 99.9%	94 – 99.9%
Below Standard	82% – 89.9%	84% – 91.9%	86% – 93.9%
Concerns	81.9% or below	83.9% or below	85.9% or below



Positive Attendance

We will reward students with high attendance and reward students for improvements in attendance. All attendance will be recorded on our system.



Behaviour Management Policy



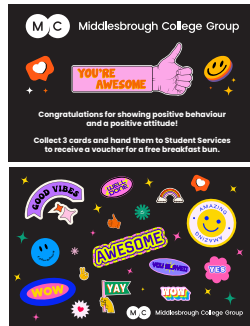
Behaviour Card Policy

We hope that your young person is settling in well at College. Attendance and behaviour are of high importance to us, and positive behaviour and attendance will help your young person to succeed in their studies. We have prepared this booklet to explain our behaviour management policy to support your young person throughout their time at College.

Students will be issued with different cards depending on their attitude, behaviour and attendance whilst studying with us.

Positive Behaviour Card

These cards will be handed out to reward positive behaviour. We believe every day is a fresh start and all students have the opportunity to receive a positive behaviour card. These on the spot reward cards will be handed out on the street and in the classroom for positive behaviour. If they receive 3 cards you can exchange these at the College canteen for a free breakfast bun!



Yellow Card

Yellow cards are warning cards that will be handed out to students who have poor behaviour. Examples of misconduct include*:

- Inappropriate language
- Inappropriate behaviour
- Poor attitude to learning
- Disrespectful behaviour
- Vandalism
- Littering
- Smoking/vaping inside
- Bullying
- Harassment
- Misuse of College IT
- Misuse of substances
- Low level of violence
- A 3 trigger attendance

*Not exhaustive list



Red Card

Red cards are given out in extreme circumstances for gross misconduct and will result in a panel hearing. Examples of gross misconduct include:

- Violence
- Weapons
- Sexual harassment
- Supply of drugs
- Wildful damage
- Serious breach of College policy
- Serious health & safety
- Bringing the College into disrepute



Any serious threat to students or staff can result in immediate exclusion without the right to hearing or appeal.

Students who are awarded yellow cards will move through the behaviour process if they repeatedly misbehave.

