



- Absence will be monitored on a weekly basis by Heads of Year and the Director informed of any major issues. If the level of unauthorised absence rises above 15%, students may be required to pay the examination/registration fees for all public examinations and qualifications relating to the course for which attendance is poor. If, by the end of the course, attendance rises to the required level then the student will be reimbursed. Conversely students whose attendance falls below the required level by the end of the course will be required to pay the relevant fees. Students/parents will be invoiced at the time that the fees are paid to the external awarding body by the Sixth Form Centre.
- Parents/carers will be informed promptly if attendance is a cause for concern, and will be given good warning if examination fees are likely to be demanded.

## **Behaviour**

- Students are expected to support the aims of the Sixth Form Centre and to comply with its policies. They are expected to behave and present themselves in a mature and responsible way, to recognise their responsibilities both as members of the Sixth Form Centre and the wider School(s). This includes treating all members of the Sixth Form (and wider School Community) with dignity and respect as well as respecting the built environment.
- Students are expected to contribute positively to the success of the Sixth Form both within the Sixth Form and on any external visits.
- Students should recognise both physical and psychological bullying, and should take active steps to counter them. If students become aware of bullying, they should inform a member of the Sixth Form Team immediately.
- All students are entitled to stand for election and vote on membership of the Sixth Form Centre Committee, for which an election is held annually. The Committee has the responsibility of organising social functions and events, and of providing amenities for the benefit of all students. Its constitution and activities are displayed in both Sixth Form Common Rooms.
- Students should take vigorous steps to become 'responsible for their own learning' and actively participate in lessons. If they are having difficulties with their course, they are expected to bring these to the attention of the subject teacher/Tutor and/or Head of Year.
- Where a student has a serious complaint or grievance, then they should bring this to the attention of the Director (either directly via letter or through their Tutor/Head of Year). These will be investigated and students/parents/carers informed by letter of any outcomes.
- In cases of serious disciplinary issues, students may be Excluded or asked to leave at the discretion of the Director of Sixth Form or Head Teachers in conjunction with their respective Governing Bodies