



## Student Underperformance Procedure

During their time in Sixth Form, it is vital that students are maximising all of the opportunities that are on offer to ensure they gain the most successful outcomes at the end of their time with us. This means full participation in all academic and extracurricular activities and consistently exhibiting the appropriate attitude to their studies.

### **Under performance can include:**

- Constant under performance in tests.
- Poor attendance and Punctuality.
- Missing deadlines.
- Failing to complete independent tasks.
- Behaviour that falls below the standard required.
- Failure to follow the mobile phone policy
- Failure to follow the guidance on parking in the school carpark.
- Failure to wear your lanyard
- Failure to adhere to the dress code
- Failing to follow the school IT policy
- Any other cause for concern as indicated by staff.

If any of the above occurs the following procedure will be taken and enforced. Subject issues will be dealt with departmentally, more general issues will be addressed by tutors and the Sixth Form team.

After each step there will be a review and feedback of effectiveness (by relevant member of staff / Head of Department) which will be passed to Head of Post 16. This will allow a relevant log to be kept and performance to be monitored.

- Stage 1: Tutor/Teacher to discuss issue with student and provides feedback to HoY. This will be recorded on Bromcom.
- Stage 2: Phone Call to parents by tutor/teacher. Inform HoY. This will be recorded on Bromcom
- Stage 3: Formal meeting with student, teacher/tutor and HoY with minutes taken and recorded on Bromcom
- Stage 4: Formal meeting with student, parents and HoY. Teacher/tutor will also be invited. A student agreement will be issued, addressing concerns specific to that particular student. Recorded on Bromcom
- Stage 5: If a student cannot adhere to the student agreement, their position in Post 16 to be reviewed.