



Behaviour & Attendance Policy

An aim of the school is to create a friendly environment while insisting on strict standards of behaviour and courtesy. The ethos of the school is founded on the quality of relationships between all who work and learn here. Such relationships are characterised by mutual respect, consideration and common courtesy, irrespective of position, gender, race, disability or culture. We all value the positive atmosphere generated at Ashmole Academy .

We aim to treat each person as an individual and expect each person to achieve high standards, displaying honesty, integrity and politeness in all situations. The school has a uniform and appearance code and requires students to arrive at school fully prepared for work. While Sixth Form students do not wear uniform, students must comply with the published dress and appearance code.

Through good models of adult behaviour, consistent approaches in dealing with students and constant encouragement to develop self esteem, we aim to engender self-discipline and autonomous adherence to high standards by all. Our strong, efficient pastoral system supports the positive working attitudes in the school.

The Head Teacher and school staff implement behaviour and discipline practices which are made explicit to students in their school planners and through assemblies and tutorial programmes. The implementation of these practices will involve both sanctions and rewards. Rewards and sanctions will be implemented consistently whilst recognising that the Head Teacher must have regard to the individual situation and the individual pupil. The Head Teacher will use his professional judgment in the implementation of these practices.

The Governing Body has a firm policy against the following: violence, being in possession of dangerous or offensive weapons, smoking, taking drugs and indulging in solvent abuse. The school openly condemns and will

exclude, including permanent exclusion, for such offenses. The school will take action against negative attitudes and values including bad manners, racism, sexism, bullying and anything that goes against the school's aims, code of conduct and rules.

The most successful students have the best attendance. Regular and punctual attendance is, therefore, essential and required. In cases of an unplanned absence, such as illness, a letter from the student's parent/carer giving the dates of absence and the reason should be brought in by the student on their return. This should be handed by the student to their form tutor. All other absences require a letter in advance seeking permission from the Head Teacher. Parents/carers are asked to telephone the school on the first day of absence before 10.00 am. A note must also be brought in on return. If the school has not heard from a parent/carer, the school will contact home. Students are expected to achieve at least 95% attendance with below 90% being unacceptable as it adversely affects their studies. **The school will not authorise holidays in term time.** Students who fail to attend school as required may be taken off roll. Sixth Form students are not entitled to be off-site during the school day unless permission has been granted. However Sixth Form students are allowed off-site at lunch time.

Principles

At Ashmole Academy we believe that the following behaviour from adults and students will encourage even higher standards of behaviour.

- Punctuality
- Clear, appropriate preparation for lessons
- Clear communication
- Clear guidance on the use of sanctions and praise
- Consistent use of praise and sanctions across all years
- Mutual respect and support
- Listening to and valuing the opinions of others.
- Opportunities for student involvement at all levels

- Adults setting high and appropriate standards in behaviour, dress and expectations

Around the School

- All members of the school community should treat one another with respect.
- Punctuality from all is absolutely necessary
- Courtesy at all times is essential in corridors and at doors

Concerning Work

- Any work produced should always be the best effort possible
- All work produced whether in books, for display or for reference must be treated with respect.

At Ashmole Academy we value

- Telling the truth
- Keeping promises
- Respecting the rights and property of others
- Acting considerately towards others
- Taking responsibility for one's actions
- Self discipline
- Our own skills and the skills of others and will actively encourage pupils who follow these principles
- Achieving or exceeding your personal best

We reject

- Bullying
- Cruelty/Violence
- Cheating/Deceit
- Defiance/Rudeness
- Disobedience/Irresponsibility
- Vandalism/Graffiti

- Prejudice and discrimination including race, gender and disability
- Dishonesty/Theft
- Substance Misuse
- Illegal Activities
- Disruption of, or damage to, the learning of others

We will take action against students who practise these behaviours including exclusion, particularly where serious breaches occur or misbehaviour is repeated.

Sixth Form students are required to be excellent role models for younger students. Their position as student leaders requires them to adhere firmly to the expectations of the school. Sixth Form students are therefore required to show high standards of behaviour and a positive attitude at all times.