

ATTENDANCE POLICY: EXPECTATIONS AND CONSEQUENCES:

The majority of students maintain regular attendance and this is essential to achieve optimum academic performance. Absence leads to limited or poor academic progress.

- All students are expected to maintain 95% attendance.
- A Leave Application signed by parents is mandatory otherwise the student will be marked absent.
- Absence is only acceptable if the student has been genuinely ill or if there are exceptional circumstances which are acceptable to the administration and accompanied by a letter signed by the parent and a medical note if absent for two days or more.
- If the reason for absence is not acceptable to the administration this will constitute an absence.
- If a student is absent for three consecutive lessons in a subject without approval of administration, he / she may not be allowed to continue in that subject.
- **Please Note:** If a student falls short of the minimum attendance requirement, he / she may **not** be registered by the school with the Cambridge Board.
- Promotion, transcripts and recommendations will also be affected by unexcused absence.
- In some cases, excessive absence will also result in the student being asked to withdraw from the school.
- **Please Note:** Absence is cumulative and transferred over from the first term to the second term.

LATENESS:

Reminder: O-level students:

All students must be in school by 7.30am.

A-level students:

Staggered timings is a privilege. A-level students may attend school later if they **do not** have a **first** or **second** lesson and **latest** by 9.00am.

- **Please Note:** If a student is late, he / she will not be allowed to enter the gate unless a phone call is received Prior to 7.30am with an acceptable explanation.
- Students who are late will be marked absent.

BUNKING CLASSES:

Attendance of all classes is mandatory for obvious reasons.

- Intentionally missing a class is unacceptable and disrespectful to the teacher and the school.
- This will result in an automatic suspension effectively doubling the absence. Three instances of 'bunking' will lead to a serious consequence, possibly resulting in the student being asked to withdraw from the school.

BEHAVIOUR POLICY AND CONSEQUENCES:

The College Campus Central Rule: RESPECT

At all times, students in our school will have Respect for Self, Each other, All Members of Staff and all Property

We are proud of our students and they are often praised for their positive behaviour both inside and outside school. They have won awards for exemplary, mature conduct on the sports field, on stage in the debating arena and when representing the school at inter-school and university competitions.

The following consequences are in place for rare occasions when a student may have a lapse of acceptable behaviour. It is always our aim to make fair and objective decisions made to serve the entire Bay View High.

Unacceptable Behaviour	Consequence	
	Minimum	Maximum
1) Rudeness / insolence	1 week suspension	Indefinite suspension or Withdrawal
2) Smoking	1 week suspension	Indefinite suspension or Withdrawal
3) Verbal abuse / Foul language	3 day suspension	Indefinite suspension or Withdrawal
4) Physical Violence	3 day suspension	Indefinite suspension or Withdrawal
5) Theft, Abuse of Property	3 day suspension	Indefinite suspension or Withdrawal
6) Bunking	1-3 day suspension	Indefinite suspension or Withdrawal
7) Vandalism / graffiti	3 day suspension	Indefinite suspension or Withdrawal
8) Cheating / Plagiarism	1-3 day suspension	Indefinite suspension or Withdrawal
9) Inappropriate display of affection in public	1-3 day suspension	Indefinite suspension or Withdrawal

Please note:

- 1) Suspensions are **cumulative** and result in a note placed in the students file.
- 2) **Three** suspensions will result in the student being asked to withdraw from the school.
- 3) **If** a student is allowed to return to school after an indefinite suspension, he / she may be placed on a **final warning**. Any further incident will result in the student being asked to withdraw from the school.

In class behaviour expectations:

All students are expected to be focussed and attentive during lessons. Consistent disruptive behaviour e.g. excessive talking, disturbing fellow peers, disinterest, sleeping in class all indicate a negative attitude which affects the potential of others to concentrate and disrupts the learning process.

Consequences of distractive behaviour during lessons:

Consequence		
Minimum	Intermediate	Maximum
Formal Warning in Students File	White Card Yellow Card Red Card	Indefinite suspension or Withdrawal