



Notley High School & Braintree Sixth Form

## Prom Procedure

# PROM PROCEDURE FOR NOTLEY HIGH SCHOOL & BRAINTREE SIXTH FORM

Bridge Academy Trust is a multi-academy trust (BAT) and a collegiate and collaborative Trust, where, first and foremost, each school is a place of (high quality) learning, where young people ENJOY, ENRICH & ACHIEVE.

Our core purpose at Bridge Academy Trust is to provide high quality continuity of every child's journey through education from 3 to 19, with a strong sense of 'community'. We have a community and school-led school improvement approach, with a long-term sustainable strategy.

## Procedure

The Notley High School & Braintree Sixth Form Prom is organised by the pupil Prom Committee facilitated by school staff. The Prom Committee is made up from one representative from each year 11 form group. The Prom Committee are responsible for deciding on the decorations/theme for the evening.

The Prom is an important social occasion/celebration to mark the end of year 11 and leaving the school. To participate in this event it is essential that pupils earn the right to attend by showing positive behaviour and attendance during Year 11.

All pupils are given a fresh start in Year 11 with no behaviour incidents brought forward from Year 10. The maximum number of behaviour incidents allowed to attend the prom is 20 and the minimum attendance is 95%.

Pupils who have had over 20 points and/or below 95% attendance in Year 10 are sent a letter stating improvement is required in Year 11 if they are to attend the Prom.

Warning letters are regularly sent to pupils in year 11, see procedure below.

Pupils with complex medical conditions are treated individually with regards to the attendance threshold.

## Procedure for Year 11 pupils gaining more than 20 behaviour Incidents in Year 10.

At the Start of Year 11 a letter will be sent to parents/carers of pupils who have accumulated over 20 behaviour incidents in Year 10. The letter will state that the pupil is not considered for an invitation to the Prom. To achieve an invite, improved behaviour is required in Year 11.

In Year 11, a letter will be sent to parents/carers of pupils with the points score below, indicating that their son/daughter's behaviour has improved and if this continues they will be invited to the Prom. If the pupil has less than 20 incidents at the end of the Spring term the pupil will receive an invitation to the Prom.

- Year 11 pupils with 10 or less behaviour points **at the end of the Autumn Term**
- Year 11 pupils with 15 or less behaviour points **at February half term.**

In situations where behaviour is not improving, a letter will be sent to parents/carers. They can still earn an invite by improving their behaviour. If the pupil has fewer than 20 incidents at the end of the Spring term the pupil will receive an invitation to the Prom.

- Year 11 pupils with 10+ behaviour points or fewer **at the end of the first term.**
- Year 11 pupils with 15+ behaviour points or fewer **at February half term.**

*If a pupil gains 20 or more behaviour incidents after they receive an invitation to the Prom, they are at risk of the invitation being recalled.*

#### **Procedure for Year 11 pupils gaining less than 20 behaviour points in Year 10**

Year 11 pupils whose behaviour begins to deteriorate in Year 11 and who start to acquire behaviour incidents have letters sent home expressing concern. This is in line with the arrangements stated above for pupils who gained more than 20 incidents in Year 10. If the pupil has fewer than 20 points at the end of the Spring term the pupil will receive an invitation to the Prom.

*If a pupil gains 20 or more behaviour points after they receive an invitation to the Prom, they are at risk of the invitation being cancelled.*

#### **Procedure for Year 11 pupils with more than 20 behaviour points in May of Year 11**

In the first week of May, parents/carers of pupils who have 20 behaviour incidents or more are contacted and informed that the pupil is not invited to the Prom, but there is an opportunity to appeal to the Governors. A formal written appeal must be made to the RSL within a week of the contact being made. The pupil and their parents/carers are invited to attend an appeal panel of three Governors, and the appeal will generally be held in the third week of May.

#### **Procedures for Attendance**

A letter will be sent at the end of the Autumn term and at February half term to the parents/carers of pupils with under 95% attendance, stating that their Prom place is at risk unless they improve their attendance to over 95%.

Pupils will receive an invitation to the Prom at the end of the Spring term if they have achieved an attendance of 95% (all absences must be authorised).

If a pupil's attendance falls below 95% after they receive an invitation to the Prom, they are at risk of the invitation cancelled.

#### **Procedure for Year 11 pupils with less than 95% attendance in May of Year 11**

In the first week of May, parents/carers of pupils who have less than 95% attendance are contacted and informed that the pupil is not invited to the Prom, but there is an opportunity to appeal to the Governors. A formal written appeal must be made to the RSL within a week of the contact being made. The pupil and their parents/carers are invited to attend an appeal panel of three Governors, and the appeal will generally be held in the third week of May.

**Pupils must meet both the attendance and behaviour thresholds to achieve an invitation to the Prom.**

**If an incident of gross misconduct occurs at any time throughout Year 11, the Prom place may be removed regardless of the behaviour incidents total.**