Punctuality procedures



Students late due to bus

Teachers mark as present



Student late to 1 lesson but not on late gate

Teacher sanction as late to lesson

(1 Behaviour Point)



Late gate

Message sent home by Pastoral Support Leader. Detention with Head of Year.

(1 Behaviour Point by Pastoral Support Leader)



Late after 9.00am

Message sent home by Pastoral Support Leader. Detention with Head of Year. U Code

(Late Gate 1 Behaviour Point)



Continued Late Gate

After school detention. Tutor contact home



Persistently poor punctuality

Head of Year to meet with parents.



Continued Late after 9.00am

Head of Year meet with parents.

Referred to Attendance Manager/Education Welfare Officer.

Penalty fine notice.