

Punctuality procedures

Students late due to bus

Tutors mark as present

Student late to Tutor time but not on late gate

Tutor sanction as late to lesson

(1 Behaviour Point)

Late gate

Message sent home by Pastoral Support Assistant.
Detention with Director of Student Progress

(1 Behaviour Point by Pastoral Support Assistant)

Late after 9.20am

Message sent home by Pastoral Support Assistant.
Detention with Director of Student Progress. U Code

(Late Gate 1 Behaviour Point)

Continued Late Gate

After school detention. Tutor contact home

Continued Late after 9.20am

Director of Student Progress meet with parents.

Referred to Attendance Manager/Education Welfare Officer. Penalty fine notice.

Persistently poor punctuality

Director of Student Progress to meet with parents.