

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 Student Support.
Detention with Pastoral Team
(1 Behaviour Point by Student support)

Late after 9.20am

Message sent home by Student Support.
Detention with Director of Student Progress. U Code
(Late Gate 1 Behaviour Point)

Continued Late Gate x3

After school detention.

Student Support provide weekly audit of punctuality for Pastoral Team to QA and action.

Attendance / punctuality card issued

Continued Late after 9.20am

Pastoral Team meet with parents.
Referred to Attendance Manager/Education Welfare Officer.
Penalty fine notice.

Persistently poor punctuality

Director of Student Progress to meet with parents.