

## Globe Academy Punctuality Policy Reviewed: October 2017

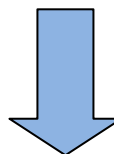
Objective – To reduce the % lateness of students arriving to the Academy and to lessons ensuring that learning time is maximised at every opportunity.

### Late to Academy

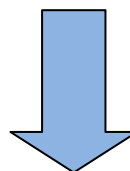
#### Late to the Academy (after gate closed 8.30)

- Lunchtime 30 min detention with Dean – *this action will occur each time student is late to school*
- GA admin issue detention slip to student in morning
- GA admin provide late list as detention register for Deans
- GA admin send text to parents/carer informing of lateness
- Deans update punctuality tracker
- Failure to attend detention will result in 1 hour detention following day with HOS
- Failure to attend 1 hour detention will result in IEC

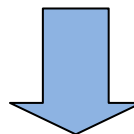
Step1



Step 2



Step 3



Step4

#### x3 Late to the Academy in half term (after gate closed 8.30)

- Deans update punctuality tracker
- List sent to GA admin for warning text
- Warning text to parents sent by GA admin stating x4 late marks to school will trigger parent/carer meeting with Learning Family Leader/Dean

#### x4 Late to the Academy in half term (after gate closed)

- Deans update punctuality tracker
- Dean to email Learning Family Leader who will arrange meeting for parents/carers and student
- Reasons discussed and clear targets given

#### x6 Late to the Academy in half term (after gate closed)

- Deans update punctuality tracker
- Students will be given 8.15am registration with Learning Family Leader for 2 weeks.
- Failure will result in further sanctions agreed by HOS & VP – Behaviour and Student Leadership

### Late to Lessons

#### Late to Lesson

- Any student late to lesson must receive an L code
- Learning Family Time, P3, P5 = Zero tolerance e.g. 11.01 = L code.
- All other periods there is a max 5 minute transition time. Students who are more than 5 mins late should receive a L code and C1

#### **Please note we all must do the following consistently:**

1. Let students out of lesson on time
2. Provide a note for any student who is going to be late
3. Be out on corridors and meeting and greeting
4. Teachers must personally follow up persistent lateness to their lessons

#### Late to Lesson – x2 + Next Step actions

1. x2 + late marks in a 5 day period will result in a Small School detention on Friday. This will be staffed by Learning Family Leaders, Deans/HOS
2. A text will be sent to parent/carers from GA admin on Thursday afternoon
3. Learning Family Leaders to remind students of their detention every Friday morning
4. Deans will monitor attendance to detention and follow up action with Learning Family Leader.

Late detention x2 Late = 45min ; x3 = 1 hr; x4 = 1 hr 15; x5+ = 1 h 30min  
Students will be issued a C3

#### Follow Up Actions

- Students who fail to attend detention will receive sanction from HOS on Monday
- Students will be placed on family leader report following 1<sup>st</sup> attendance in "Late to lesson detention"
- 2<sup>nd</sup> time in half term students will be placed into IEC for a day and have parent/carer meeting around punctuality with Dean and/or HOS.
- Students who are persistently late to lessons will face further sanctions as discussed with VP – Behaviour and Student Leadership