

Punctuality Policy

(Reviewed November 2020)

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 Year 7-9; 8.50 Year 10-13)

- C2 Late to School and 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 C3 detention following day with Head of Key Stage or Dean of Students
- Failure to attend 1 hour detention will result in IEC referral

x2 Late in a half-term (after gate closed 8.30 Year 7-9; 8.50 Year 10-13)

- 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

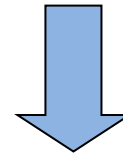
x4 Late in a half-term (after gate closed 8.30 Year 7-9; 8.50 Year 10-13)

- 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

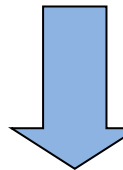
X6 Late in a half-term (after gate closed 8.30 Year 7-9; 8.50 Year 10-13)

- Deans update punctuality tracker
- Students will be given a registration/punctuality report with Learning Family Leader for 2 weeks.
- Failure will result in further sanctions agreed by Heads of School & Vice Principal – Student Wellbeing & Operations

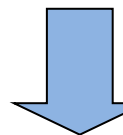
Step 1



Step 2



Step 3



Step 4

Late to Lessons

Late to Lesson

- Any student late to lesson will receive a C2 Late to Lesson, resulting in a 30 minute after school detention
- Learning Family Time, P3, P5 = Zero tolerance e.g. 10.56 = C2 sanction. All other periods there is a max 5 minute transition time.

Please note teachers 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 meeting and greeting students
4. Teachers must personally follow up persistent lateness to their lessons

Follow Up Actions

- Deans will monitor attendance to C2 detentions and follow up action with Learning Family Leader.
- Students who fail to attend detention will receive sanction from Head of School, with the sanction being escalated to a C3
- Students will be placed on Learning Family Lead report following persistent lateness to lessons
- Continuation of poor punctuality to lessons will involve parent/carer meeting around punctuality with Dean and/or Head of School.
- Students who are persistently late to lessons will face further sanctions as discussed with Vice Principal – Student Wellbeing and Operations.