

## Lateness is counted every term.

At the start of each term a student is able to start with no late marks against them giving them giving them opportunity to be recognised for good punctuality -

Count late marks September - December then January - end of March & finally April - July

Please give students a detention slip to get signed by parents/carer's and email Esther Simmons by the Tuesday before their detention is scheduled so they are to be expected.

Failure to attend will result in two lunch time detentions with Graham Spencer.

**3 Lates in any term** = Wednesday after school detention 3:20 - 4:00pm

Awareness Session

**6 Lates in any term** = Wednesday after school detention 3:20 - 4:00 pm

Written Task

Report card issued by Head of House/AHOH & a telephone call to parents to share concerns and check for any circumstances that may be leading to their lateness.

**9 Lates in any term** = Wednesday after school detention 3:20 - 4:00 pm

Written Task

Report Card issued by Head of House/AHOH

Meeting held with parents, Head of House & Behaviour Manager

**12 or more Lates** = Wednesday after school detention 3:20 - 4:00 pm

Written Task

Report Card issued by Head of House

Referral to Senior Leadership or Education Welfare Worker

5 mins late each day = 3 days absence

15 mins late each day = 10 days absence

30 mins late each day = 19 days absence

Evidence shows that 17 days missed each year = a drop in GCSE grades