PUNCTUALITY STRATEGY 2021



Stage 1

- 1st late in a week (before 9.30am) results in text home to parents
- Form Tutor option to impose further sanctions*

Stage 2

- 2nd late in a week (before 9.30am) results in a 15 minute detention after school (Tuesday, Wednesday or Thursday)
- Form Tutor option to impose further sanctions*

Stage 3

- 3rd late in a week (before 9.30am) results in a 30 minute detention after school (Tuesday, Wednesday or Thursday)
- Form Tutor to monitor student on a Punctuality Plan A**

Stage 4

- 4th late in a week (before 9.30am) results in a 1 hour detention after school with Head of Year
- Head of Year to monitor student on a Punctuality Plan B**
- 2nd late in a week (after 9.30am) results in a letter sent home to parents from the Education Welfare Officer (LA)

Stage 5

- 5 lates (after 9.30am) will result in a meeting with parents, school attendance officer and the Education Welfare Officer (LA)
- Director of Key Stage to monitor student on a Punctuality Plan C**

- 10 or more lates (after 9.30am) may result in a Penalty Notice Warning Letter or a **Penalty Notice Fine of up to £1,000** issued to parents.
- Stage 6 SLT Attendance Lead to monitor student on a Punctuality Plan D**

Attendance Team will email each Head of Year on a Thursday with information on the previous week's punctuality for their year group to apply the relevant action on Friday for the following week.

Ongoing punctuality reports will be updated each week for Form Tutors to discuss on Monday morning.

^{*}Form Tutor is given the option to impose further sanctions, however, this is not compulsory

^{**}Punctuality Plan will be issued to student for a 3 week review; Plan A monitored by Form Tutor, Plan B by Head of Year, Plan C by Director of Key Stage & Plan D by SLT Attendance Lead.