

PUNCTUALITY STRATEGY 2023

Stage 1

- 1st late in a week (before 9.00am) results in text home to parents (warning)
- 'U' late (after 9.00am) receives automatic 1 hour detention after school. This will occur each day a 'U' late is obtained

Stage 2

- 2nd late in a week (before 9.00am) results in a 10 minute detention after school following form time at 3pm
- Text home to inform parents

Stage 3

- 3rd late in a week (before 9.00am) results in a 30 minute detention after school
- Form Tutor to monitor student on a 3-week Punctuality Plan A*
- 3 'U' lates will result in letter home to parents from attendance team
- Possible meeting with Form Tutor/Attendance Team for persistent lates

Stage 4

- 4th late in a week (before 9.00am) results in a 1 hour detention after school
- If fail Plan A, Head of Year to monitor student on a Punctuality Plan B*
- Possible meeting with HOY/Attendance Team for further persistent lates

Stage 5

- 5 lates (**after 9.00am**) will result in a letter sent home to parents by the Education Welfare Officer (LA)
- If fail Plan B, Directors to monitor student on a Punctuality Plan C*

Stage 6

- 10 or more lates (**after 9.00am**) within a term may result in a Penalty Notice Warning Letter or a **Penalty Notice Fine of up to £1,000** issued to parents.
- If fail Plan C, SLT to monitor student on a Punctuality Plan D*

***Punctuality Plans** 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 a Director & **Plan D** by a member of SLT.

Attendance Team will email all Form Tutors on a Monday with information on the previous weeks punctuality for individual students, forms & year groups.
Form tutors MUST share this information with their forms and compare other forms within their year group.