Stage 1

- 1st late in a week (before 9.00am) form tutor speaks to student (warning), detention issued to make up minutes late
- 'U' late (after 9.00am) text sent to parents from attendance team

Stage 2

- 2nd late in a week (before 9.00am) Head of Year to have a conversation with student and attendance team to send a text - 30 minute detention
- 2nd 'U' late (after 9.00am) attendance team to call home

Stage 3

- 3rd late in a week (before 9.00am) attendance team to call home 1 hour detention
- 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
- Meeting with Form Tutor/Attendance Team for persistent lates

Stage 4

- 4th late in a week (before or after 9.00am) attendance team to invite parents in and a 1 hour detention
- If Plan A fails, Head of Year to monitor student on a Punctuality Plan B\*
- Meeting with HOY/Attendance Team for further persistent lates

Stage 5

- 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 Plan B fails, SLT to monitor student on a Punctuality Plan C\*

Stage 6

- 20 or more lates (after 9.00am) within a term may result in a Penalty Notice Warning Letter or a <u>Penalty Notice Fine of up to £1,000</u> issued to parents.
- If fail Plan C, students and parents will be invited to meet with governors