

Late to School and Lesson Procedures

Excellent Punctuality is vital in a child's education. This sets the tone for the day and prepares students for the world of work. Being on time is a basic expectation of all students. Lateness to lesson has a negative impact on the students learning experience. They miss the lesson objectives and key instructions for activities and it disrupts the teaching and learning of an entire class.

If a student is late 10 minutes each day, this equates to nearly 7 full days of absence over a school year!

The school recognises that there will be "one off" occasions where lateness to school was beyond student or parent/carer control and the following policy allows for this. However, persistent lateness will not be tolerated and it will be sanctioned in accordance to this policy.

Parents/Carers have a responsibility to ensure that their child is punctual to school and we expect parents/carers to support this policy by working in partnership with the school if their child is late.

8.20am	<p>Students should be on site and through the school gates by 8.20am. The gates shut at 8.20am. School advises that all students should be on site by 8.15am.</p> <p>At 8.20am a movement bell sounds to signal to staff and students they should be moving to Form Time.</p>
8.25am	Lesson 1 starts (a second bell sounds). Teachers are opening the registers.
8.25am - 8.45am Late to School (LTS)	<p>Students who arrive <u>either</u> at the front student entrance or back gate after 8.20am are Late to School (LTS)</p> <p>Students must sign in at the LTS desk at the front main entrance. Students will be issued a LTS stamp in their planner. Students who fail to sign and try to by-pass the sign in desk in will be issued a full day in inclusion.</p> <p>Lesson 1 staff must: check the student's planner on arrival to class to check the LTS stamp or note from staff. If there is no LTS stamp or staff note, code SIMs as L for late and email ASM: L REID who will investigate.</p>
8.55am	<p>At 8.55am our morning registers close.</p> <p>This means that any student arriving after this time loses their authorised morning attendance mark. They are coded a U - unauthorised absence. This means that students miss a half day authorised attendance mark and this will affect overall attendance targets.</p>
8.55am onwards	<p>The LTS desk is closed and students must sign into school at the main reception. Students will be issued a LTS stamp in their planner. Students who fail to sign in will be issued a full day in inclusion.</p> <p>*Where students are late due to medical appointments – codes are changed to reflect this. Please bring evidence or notify us of medical appointments.</p>
Late to Lesson (LTL) Periods 2-5	Class teachers will code SIMs with L for late to lesson and issue a comment in the student planner.

Consequences: Lateness to School

Lateness to school is accumulated on a half term basis.

Lateness Record	Consequence
1 st Late	1st LTS stamp recorded in planner by day of late Text home – parent notification
2 nd Late	2nd LTS stamp recorded in planner by day of late Warning given by Attendance Manager at LTS desk or at reception if after 8.55am. Text home – parent notification
3 RD , 4 th and 5 th Late to school in that half term	Same Day Detention 30 minute detention after school. 2.50- 3.20pm with Pastoral staff. Schools can issue no notice detentions and are no longer required to give notice of detentions of this length. Please note however, parents/carers will receive a same day text which notifies of the detention. 3rd and subsequent LTS stamps recorded in student planner with detention date. Text home – parent notification of LTS and same day detention. <i>*students who do not attend this detention will be sanctioned with a Headteacher detention</i>
Persistent Lateness 6 th and any subsequent Late to school in that half term	Full length after School Detention 60 minute detention after school. 2.50 - 3.50pm with Pastoral staff. 6th and subsequent LTS stamps recorded in student planner with detention date. Text home – parent notification of LTS and same day detention. <i>*students who do not attend this detention will be sanctioned with a Headteacher detention</i>
Cause for Concern Over 12 late to school stamps in one half term	One day Inclusion for the 12th late. For subsequent lates, Parent Meeting at school with ASM/PBO and/or Senior Leadership Team to address concerns and agree action. Possible referral to external agencies including Horsforth Children’s Services and NWAIP for family support or Early Help.

Consequences:
Lateness to Class

Lateness to school is accumulated on a half term basis.

Lateness Record	Consequence
Up to 5 late to class comments in one half term	L comment on SIMs by teacher for each late to class. No sanction other than comment and reprimand by staff.
6 th , 7 th and 8 th Late to class in one half term	After School Detention for 60 minutes for each time late. Detention Logged in planner.
9 th and 10 th Late to class in one half term	Headteacher School Detention for 90 minutes for each time late. Detention Logged in planner.
Persistent Lateness 11 th and any subsequent Late to class in that half term	One day Inclusion and Parental Contact.