



## Late Arrival to the Academy Protocol

### Objective

- To provide an opportunity for students arriving late to extend their learning
- To minimise the disruption to learning caused by student lateness, for both the student who is late, and on other students

### Stages

- Students will receive a **warning** the first time they are late arriving at the Academy. Parents will receive a text message to notify them of this. Students are expected to be in their lessons at 8.20am. Lessons are started by 8.30 and the register taken. If students arrive after 8.20am they will be required to sign in at the Gatehouse. Please note that even if students do not sign in they can still be marked late to Session 1a and this will result in the same sanction (See Movement Policy.)
- The second time they are late parents will again receive a text message (this will happen every time they arrive late to the Academy) and a letter stating that the Personal Tutor will be in contact if their child is late again.
- The third time they are late it will trigger contact from the Personal Tutor and possibly a meeting. The purpose of the discussion/meeting is to agree clear targets for improvement.
- The next time that they are late they will automatically be placed in an Extended Learning Session (ELS) which will last for **30 minutes**.
- The fifth time they are late, as well as attending the 30 minute ELS, they will be sent to the Restaurant until their class has Breakfast at which point they can join their group. They can use the after school session to catch up any work missed. This will be the same up until the ninth time they are late.
- Should a student accrue nine lates they will receive a persistent lateness warning letter and will be invited in for a meeting with the Head of Year. In this meeting the student and parent will be informed that if they hit 10 lates the ELS will be **60 minutes**, and there is also the prospect that we will refer their case to the Attendance and Prosecution Service who can issue a fixed penalty fine for persistent lateness.
- Any number of lates above the 10 threshold will incur other sanctions and the Academy may make a referral to the Attendance and Prosecution Service.

NB the Academy will exercise its discretion in the event of exceptional traffic circumstances or published public transport issues. The Academy will also take into account individual circumstances, but only after a discussion between parents and the Head of Year.

### Who by?

- Students will sign in at the Gatehouse. Late gate is run by the Pastoral Team and Security Guard

- The Attendance Officer will ensure that the registers are accurate
- The Admin Officer will run the Bromcom report daily so that a list can be compiled for the ELS, and so that the Deputy Head on Breakfast has a list of students that need to be kept in the Restaurant.
- For those students that reach any of the lateness thresholds outlined above, letters will be sent out to inform parents.
- Pastoral Deputies to be informed of overview and to liaise with tutors and parents of persistent offenders

### **What happens?**

- Students will be contacted by the Admin Officer to collect a slip from Reception informing them that they need to stay for an ELS. This will be in Session 1b
- Parents will be notified by text that their child is required to stay over. Texts will be sent before midday.
- Students will need to make their way to ILC 4,5,6. It is their responsibility to attend - their time will start from when they arrive. Failure to attend will result in further sanctions.
- The session will be run by one of the Deputy Heads on Session 3 duty.

### **What do the students do?**

The students will undertake one of the following:

- Reflective activities
- Work set by subject teachers. (In the case of Sixth Form students, they will be responsible for collecting the work. It must be paper based.)
- Generic activities that will support student progress or their personal development.

**Mrs M Povey**  
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