

## AM Start Lateness 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. Late is defined as arriving after 8.20 which is the time that students are due in their venue, or being marked late to Session 1 due to internal truancy.
- The second time they are late they will receive a letter warning them that there will be a parent meeting with the Personal Tutor if they are late again.
- The third time they are late it will trigger the parent meeting. The purpose of the meeting is to agree clear targets for improvement.
- The fourth time they are late they will receive a letter that states that the next time that they are late they will automatically be placed in an Extended Learning Session which will last for **30 minutes**.
- The fifth time as well as attending the 30 minute Extended Learning Session, 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 9 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 Extended Learning Session 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 will 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 Mark Beckford
- The Attendance Officer will ensure that the registers are accurate
- Natalie Duncombe (Admin Team) will run the Bromcom report daily so that a list can be compiled for the Extended Learning Session, and so that the Deputy on breakfast has a list of students that need to be kept in the restaurant.
- For those students that reach the any of the lateness thresholds outlined above, ND will send out the letters 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 collected from session at the end of 2b by the Deputy on duty and the on call member of the Pastoral Team

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- Students will be escorted to PE4 where they will enter through the external doors.
- The session will be run by one of the Deputies on Session 3 duty.
- If a student is not collected and make their own way to the Extended Learning Session, their time will start from when they arrive.

**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