

Amendments to Sixth Form Punctuality Policy

Form Time

Each week tutors are expected to monitor punctuality to form.

In the event that students are late to school on three or more occasions with unauthorised lateness the following procedures will apply: If there is no immediate improvement and the next threshold is reached then the next stage will be triggered.

<p>Stage 1: Letter will be issued to parents and student informing of the issues with attendance and requesting an immediate improvement.</p> <p>Tutor will check in with the student and discuss the issue.</p>	<p><u>3 lates</u></p>
<p>Stage 2: Second Letter sent to parents and student alerting to the fact that there is no immediate improvement. Warning that there will be additional measures if no improvement.</p> <p>Tutor will call home and discuss the issues.</p>	<p><u>6 lates</u></p>
<p>Stage 3 30-minute detention – set and monitored centrally.</p> <p>Where appropriate support will be provided.</p>	<p><u>9 lates</u></p>

Stage 4: Head of Year detention issued of 1 hour.	<u>12 lates</u>
Stage 5: Head of Sixth Form detention issued of 2 hours. – AHoYs/HoY/Ho6 to call home	<u>15 lates</u>
Stage 6: All non-contact periods are withdrawn. Student will be expected to attend a Directed Study session from 8.45 to 3.40 each day.	<u>18 Lates</u>
Stage 7: Parental meeting called with HOY/HOSF. Warning of a risk of their place in the Sixth Form being reviewed. 3 hour detention issued	<u>21 lates</u>
Stage 8: Review of Student's place in the Sixth Form will take place by the Headteacher and the HOSF	<u>24 lates</u>

The totals will be reset to zero at the end of each academic term.