

Amendments to Sixth Form Punctuality Policy 2026-27

Form Time

Each week tutors are expected to monitor punctuality to form.

If students are late to school on 3 or more occasions in a half term with unauthorised lateness (no reason given by parents), the following procedures will apply. If there is no immediate improvement and the next threshold is reached, then the next stage will be triggered.

3 lates Stage 1: Letter will be issued to parents and student informing of the issues with attendance and requesting an immediate improvement. Tutor will check in with the student and discuss the issue.	<u>Sanction</u> 30 minute detention (8am on Thursday morning)
6 lates 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. 6 th form attendance officer to call home to talk to parents and suggest strategies to improve punctuality	<u>Sanction</u> 1 hour detention (7.45am on Thursday morning)
9 lates Stage 3: HOY meeting with parents and student. 6 th form attendance officer to arrange. Where appropriate support will be provided.	<u>Sanction</u> One session 3 home study session will be removed each week
12 lates Stage 4: KS5 Manager to call home and discuss sanction with parents/carers and	<u>Sanction</u> Removal of all session 3 home study. Student cannot leave school site

hold a meeting with the student to explain school expectations	until 3.40pm (except on Wednesdays)
15 lates Stage 5: Review of Student's place in the Sixth Form will take place by the Headteacher and/or the KS5 Manager	<u>Sanction</u> Review of place at the school

If any sanction is not served, it will escalate to the next stage in the policy. The totals will be reset to zero at the end of each academic half term.

If students are so late that they miss half a lesson or more, teachers must record this as 'severe lateness' on SIMS.

Lateness to session 3

Three lates to session 3 in a half term will result in two weeks of not being able to leave the school site until 3.40pm (except on Wednesdays).