



Punctuality

To ensure that movement around the academy is purposeful and students arrive to lessons on time and understand the importance of good time keeping, punctuality is part of the “zero tolerance” approach to learning. It is crucial that students are aware of how much learning time can be wasted by persistent lateness and the disruption late arrivals cause to other’s learning.

This works as follows:

- Any student arriving 5 or more minutes late after the start of a lesson without good reason will be deemed to be causing disruption to learning and should not be admitted to the lesson.
- During the remainder of that lesson the student should be placed in an appropriate place for internal exclusion. Colleagues will have to support each other to manage this using a block management approach. It will not be helpful for late students to be left unsupervised outside the classroom for any more than a few minutes.
- In order not to place too much pressure on the removal system students removed for lateness are only kept in internal exclusion until the end of the next break period. i.e:
 - Students removed for lateness from P.1 or 2 will return to normal lessons at the **end** of break time.
 - Students removed for lateness from P.3 or 4 will return to normal lessons at the **end** of lunch time.
 - Students removed P.5 will be removed until the end of the day. In addition they can be kept for five minutes after the end of the day until 2.50pm but it is essential they are released promptly at this time so there is no risk of missing the bus. There is a bell that informs staff of the end of this extension period.
- In order for the sanction to be effective it is important that the removal includes break or lunchtime as appropriate. Students should be kept until 5 minutes before the end of break or lunchtime to allow for a quick toilet break or refreshments. If necessary they should be escorted to the hall to buy food.
- Bells will ring to signal the end of lessons and break/lunch times as well as an additional ‘late’ bell in each lesson and one at the very end of the day to recognise the end of the extension time to P5.
- As with other removals, it is preferable if the student remains in internal exclusion with the member of staff whose lesson they were late for. If this is not appropriate then other arrangements should be made with neighbouring colleagues or by requesting help from the office.

- Sheila Ruttle must be notified of the removal as with normal removals. When notifying Sheila of the removal the word 'late' should be included in the subject box of the e-mail. This will allow late removals to be recorded separately.
 - A removal form must be completed. The removal form includes a 'late' tick box. This form should be handed into the school office as soon as possible and by 3.00pm the same day at the latest.
- 'Good reason' for being late must mean the student has a note from a member of staff to explain why they are late. For this to work we must all be conscientious about issuing a note to any student who may be late for their next class. There is a simple slip which all staff must have a supply of. In addition, colleagues must be prompt in their dismissal of students from classes in order to give them ample opportunity to make their way to their next class in time.
- The morning register should be called at 8.35am. Students arriving after 8.35am but before 8.50am should be marked as late by their Mentor, they should not sign in with the office, they must go straight to the registration base. Students arriving after the moving bell at 8.50am must sign in with the office. These students will be removed until the end of the next break time. The pastoral support & guidance team, APLs and SLT will be contacted to organise this.
- Late removals will be recorded and monitored. Persistent offenders will be identified and additional steps taken to address the problem.