

# Late Procedure



Academy policy requires students to be on site at 8.45am and the register is taken at 8.50am. If a student arrives after 8.50am then they are officially late.



The Attendance Officers are at the academy gate and will mark students in and give detentions where necessary.



- Students that are late will automatically be set a detention.
  - Students that arrive between 8.50am - 9.05am will receive a same day reflection which will take place at break time.
  - Students that arrive after 9.05am will receive a same day 30 minute reflection which will take place at lunch time.
- If these detentions are not attended they will be escalated.**



For health and safety reasons, if students arrive at the academy late after 9.05am they should go to the Attendance Office to get a late mark.

**19 days lost a year through being late  
= 90% attendance**

**Please be advised that if you arrive late in the future this will be recorded as unauthorised absence, and should 6 or more unauthorised sessions be accumulated we will issue a penalty notice in accordance with our policy.**

- **2 lates: A letter will be sent home advising parent/carers of your lateness**
- **4 lates: A letter will be sent home warning parent/carers that a Penalty Notice will be issued if you have 6 lates**
- **6 lates: Penalty Notice issued to parent/carers**

## Being late

- Gets the day off to a bad start, with a challenging conversation
- Can put everyone in a bad mood and can be stressful
- Can be embarrassing for both parent and young person
- Is noticed by others who may make negative comments
- May damage your child's confidence
- Same day consequences are set

## Being frequently late to the academy adds up to lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year
- Arriving 30 minutes late every day is the same as being absent for 19 days a year

# Attendance Procedure

## Attendance Officers

- Truancy calls are sent to parents/carers daily if the academy has not been informed of student's absence
- Telephone call if no response to truancy call
- Letter home if still no response asking for absence to be authorised



- FPN if 6 sessions of unauthorised absence
- 1st contact letter sent out to parent/carers where students absence is 95% and below
- 'Please improve' letter sent out if no improvement made over 6 week period



- Letter sent out/phone call made to parents/carers asking them to come in for a meeting to discuss student's attendance before gets below 90%
- Letter sent out inviting parents/carers in for Fast Track meeting if student's attendance is below 90% and 6 week attendance programme set up.
- Mid review after 3 weeks into the agreement
- Final review meeting at the end of 6 weeks.



- **If positive**, student achieves 100%, no more action, but continue to monitor student's attendance
- **If negative**, student does not achieve 100%, paperwork sent to Suffolk County Council for prosecution

## Tutors

- Complete AM registers quickly and efficiently, marking students in late where necessary



- Speak to students if they have been absent during that week
- Speak to student/phone parent/carer if they have any unauthorised absences



- When you receive attendance information at fortnightly house meetings, display on wall in tutor room and discuss with the whole tutor group



- Contact the Attendance Office with any concerns/information regarding student's attendance

