

## **Lateness/Punctuality**

It is important to be on time to tutor periods and to lessons. If a student is late, they can miss instructions, learning, time with their teacher and vital information.

- The school day begins at 08:30am with the first bell and registers are formally completed at 08:35am.
- All lateness is recorded daily.
- For arrival after 9am, students will be marked as unauthorised absence and coded U in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but it is legally recorded as an absence.
- Late arrival before 9am in the morning and after 1.40pm in the afternoon will be recorded as a late and coded L.
- If a student is late due to a medical appointment, they will receive an authorised absence, coded M once parents have confirmed this with the school. Please be advised that, where possible, medical, and dental appointments should be made outside of school hours or during school holidays.

Students who are consistently late, disrupt not only their own learning but also that of the other students. Ongoing and repeated lateness is considered as unauthorised absence.

Parents and carers of students who have patterns of lateness will be contacted to discuss ways we can work together to achieve good punctuality. If lateness persists, parents and carers will be invited to attend the school to discuss the issue and any support that might be needed to improve punctuality. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10-week period, the school may issue parents with a Penalty Notice.

	<b>NUMBER</b>	<b>OUTCOME</b>
PERSISTENT LATENESS TO REGISTRATION (During any one week)	3 LATES	1 HOUR SLT ASDT (SENIOR LEADERSHIP TEAM AFTER SCHOOL DETENTION)
PERSISTENT LATENESS TO LESSONS (During any one week)	3 LATES	1 HOUR SLT ASDT