



### **Late Arrival Policy**

- ❖ Students may be registered as late to ANY lesson if they arrive 5 minutes after the bell goes.
- ❖ Students arriving to the AA before the end of the first period should go to period 1 lesson and will be marked late (L). All students who arrive after the first period should, as soon as they arrive in school, report to the appropriate H.O.Y to get an “entrance permission” and will be marked absent (N) for the periods missed.
- ❖ In case of regular lateness to lessons, a series of sanctions will be imposed in line with the School’s Late Arrival Policy.

### **Procedures arising out of accumulated lates:**

Every case must be considered on its own merits, but it is useful to have an outline of potential consequences. Professional judgment will be exercised in deciding what action is appropriate and how best to address each particular situation, but the following policy gives a general guide.

#### **Step 1**

In the initial stages of the accumulation (up to 6 - 7 late arrivals to lessons) parents will be alerted to the school’s concern and a record of that contact will be kept on file. Where the HoY considers it appropriate, parents will be asked to meet with the Head of Year (HoY) to discuss the matter. A letter stating the school’s concern will be given to the parents. Meetings may involve the appropriate Assistant Principal (AP) where necessary.

#### **Step 2**

In the case where the student fails to comply with the school regulation the AP and the HoY will consider how best to address the issue. This may include supervised detention.

#### **Step 3**

In the case where the student exhibits very poor punctuality more serious sanctions will be considered by the AP and the HoY.