

ATTENDANCE SANCTIONS FLOWCHART

Student is late to school (after 8.35am) – they must still go to form/assembly:

- Marked 'L' by Tutor on the register, or Student Services if arriving between 9-9.15am.
- A negative for 'Late to School' is added by the Tutor or the House Team.
- Names collated by staff on Front Gate Duty & students told that they must attend the House Office at break time that day to explain their absence.

Student attends the House Office at break time & provides a reason for their lateness.

No further escalation, unless late 2+ times in a week.

Student does not attend the House Office.

Names collated by the House Team and students told by their P4 teachers that they must attend a 10min lunchtime detention with Ms Cook in Rm18 that day.

The detention icon will also appear on registers to alert staff to this.

Staff should escort students to their detention in Rm18. If students refuse, please e-mail 'Attendance' or inform Ms Cook in Rm18.

Student attends a 30min late detention on Friday lunchtime with Ms Cook if they are late 2+ times in one week, or they do not attend their 10min lunchtime detention in Rm18.

If a student does not attend, their sanction will be escalated to an after school detention with SLT on a Friday.

Student does not attend their lunchtime detention in Rm18.

Student attends their lunchtime detention in Rm18.

No further escalation, unless late 2+ times in a week.

Combination & Escalation of Sanctions:

- If a student receives a late lunchtime detention & a Remove detention in the same day, the Remove detention will take precedence & combine the two sanctions.
- If a student receives a Remove detention on Friday & is also on the list to attend the 30min late detention, the late detention will take precedence & combine the two sanctions.