



The Sutton Academy

Student Lates & Attendance Policy

Status	Non-Statutory
Responsible Governors' Committee	ALT
Date last approved by GB	Not Applicable
Responsible Person	Mr S Cunningham
To Review Date	September 2016
Last Amended Date	September 2014

The Sutton Academy Punctuality Policy

At The Sutton Academy we have the highest expectations for our students and fully appreciate the detrimental impact that poor punctuality can have on learning and progress. The TSA Code makes it clear that students are expected to attend school every day, arrive on time for all of their lessons and be ready and equipped for learning.

Attendance

Related Policies: Attendance is comprehensively covered in the Academy's Attendance Policy.

Whilst it is appreciated that sometimes being late is unavoidable, if we do not make students accountable for their late arrival to lessons then we are doing ourselves and their parents an injustice. The following protocols have been written to formalise and standardise the internal procedures regarding student late arrival:

Arriving late to the Academy

Students are expected to attend the academy for 8:35 am each day. On occasions when students do arrive late, but before the end of Ready to Learn time (8:45 am) they should make their way to the location of their Ready to Learn class (or assembly if it is their designated assembly day) and attempt to report themselves as being late.

Where students arrive after 8:45 am they should report directly to the Student Reception Area and sign themselves into the Late Book. This will ensure that we are able to record the student's attendance into the SIMS system, together with the time of their arrival. Students arriving to the academy will receive an L code up to 9:55 am (end of Lesson 1), after which time their attendance will be recorded as a U code. Students accruing 10 U codes in any one academic year will have their details forwarded onto the Educational Welfare Service (EWS) for consideration of the issuance of a Penalty Notice.

Arriving late to lessons

During the school day, any students who arrive late to their lessons without a valid and acceptable reason will be given an L coded mark in the electronic register and the teacher is instructed to record the reason for their lateness and the number of minutes late into the SIMS system.

It will be arranged for students who receive two or more late marks in the same day to attend a 30 minute afterschool detention hosted by members of their Year Team (Pastoral Manager and Progression Leader).

Students who receive more than three late marks (coded as L) in any one week (including those students who have already served a detention for accruing 2 late marks but have continued to arrive late to other lessons) will be given a 45 minute afterschool detention on a Friday hosted by members of ALT.

Monitoring of late marks is undertaken by the respective Pastoral Manager and parental contact will be sought for any student accruing the highest number of late marks in any week. These students will also be identified in the weekly ALT report, a copy of which is

distributed for further action to all members of ALT, Pastoral Managers, Progression Leaders and a second version of the report (pertaining exclusively to punctuality and attendance) will also be distributed to the Educational Welfare Officer (EWO) to help in the execution of her duties. In addition to undertaking detentions, all students appearing on this list will also be placed on a Punctuality Report Card for a period of 2 weeks, or until such a time that their punctuality should improve.

Parents of students who are persistently late to their lessons will be invited into the academy to engage in productive conversations about the impact of their child's actions on their progress and will be expected to agree a series of measures aimed at supporting the school and encouraging the student to attend.