


PUNCTUALITY PROCEDURE


STAGE 1 LATE TWICE IN ONE WEEK

Late Detention - Friday 3.20-3.50pm



STAGE 2 LATE TWICE IN ONE WEEK FOR THE SECOND TIME

Extended Late Detention - Friday 3.20-4.20pm



STAGE 3 LATE TWICE IN ONE WEEK FOR THE THIRD TIME

Extended Late Detention PLUS Headteacher's Detention PLUS Year Leader meeting with parents

STAGE 4 LATE TWICE IN ONE WEEK FOR THE FOURTH TIME

As Stage 3 PLUS Letter from ESW, GF meeting with parents



STAGE 5 LATE TWICE IN ONE WEEK FOR THE FIFTH TIME

ARRIVE TO SCHOOL AT 8.20AM. EVERY MINUTE LATE = 5 MINUTES DETENTION SAME NIGHT