

THE JOSEPH ROWNTREE SCHOOL

LATENESS TO LESSONS POLICY

JANUARY 2013



The
**Joseph Rowntree
School**

the right school to grow in

THE JOSEPH ROWNTREE SCHOOL



LATENESS TO LESSONS POLICY

It is school policy that students should get to lessons on time so that valuable learning time is not lost. To emphasise this policy to students, the following should be carried out:-

- Anyone arriving 5 minutes after the bell will be deemed to be late for the lesson, unless there is a note from the previous teacher/tutor. Teachers to note this in the Student Planner.
- Lateness will be logged when the student swipes into Lesson Monitor.
- Tutors should check Lesson Monitor for their Tutor Group and discuss previous day's lateness with reported students at morning registration.
- Tutors should inform Heads of Year when a student has been late to lessons 5 times.
- Heads of Year should see the student and ask the office to send the standard letter to parents.
- Heads of Year should put any student who accumulates 10 incidents of lateness into a HOY Detention.

Tutors should go through this procedure with their groups at the start of the year.

If this policy is to work it is important that all staff are consistent in implementing the steps outlined above, and in releasing students on time from Periods 1 and 5.

Reviewed January 2013

Date of Governor Approval: 28 January 2013