



Kesgrave Sixth Form Punctuality Protocol

Sixth Form tutors and subject teachers will mark any students that are late to registration, Personal Tutor meetings or lessons in SIMS and log the minutes as a comment. This includes non attendance to registration, PSHEE, or assemblies. Sixth Form Tutors will monitor punctuality weekly and Head of Year will run report of lates (with total minutes) on a Thursday afternoon. Tutors and Heads of Year will intervene where necessary using the following system.

STEP 1

Year 12 Tutors receive email of lates from Head of Year each Thursday. Year 12 Tutors speak to these students on Friday morning and inform them of their detention in SF3 after school that afternoon.

Year 13 lates are emailed directly to the students (Personal Tutors are copied into the email) on Thursday afternoon informing them of their detention in SF3 after school on the Friday afternoon.

Detention in SF3 staffed on a rota by Sixth Form Team.

STEP 2

If there is no improvement in punctuality this is passed by the Tutor to the Head of Year. Head of Year arranges meeting with student. Targets are set to be reviewed in two weeks. This is logged on Edukey - home and Tutor informed.

The same action taken if Head of Year notes that student doesn't attend the Friday detention.

STEP 3

If targets from Step 2 are not met, Head of Year meets student with parents. Targets are set to be reviewed in two weeks. This is logged on Edukey - Tutor informed.

STEP 4

If targets from Step 3 are not met, Head of Year moves student to Student Support Stage 1 of the Discipline Protocol.