

# The Boston Witham Academies Federation

## Haven High Academy

### SANCTIONS FOR LATENESS TO LESSONS

This sanctions policy should be read in conjunction with the Attendance Policy.

Learners arriving late to lessons cause a disruption to the start of lessons and disturb the education of the rest of the class. Staff will ensure that they record any lateness to lessons using the Academy's MIS, rounded to the nearest 5 minutes.

Tutors will hold corrections for learners in their tutor group who are late to registration and between lessons.

#### **Sanctions for lateness to lessons**

- Learners who accrue 10 minutes late or more within one day, will serve a correction at lunchtime the following day (20 minutes). Learners who accrue three "10 minute late" detentions in one week, will serve an after academy correction until 4:30 pm on Friday.

#### **Management**

At Marian Campus:

- The Attendance Officer will print off a list of names of learners who have 10 minutes or more lates. Staff will be informed of the names of these learners.
- Staff who teach these learners period 4 will escort the learners to the IE at the start of lunch. Alternatively, if the staff member would rather keep the learner to catch up with missing work, etc., this is acceptable provided the learner makes up the required 20 minutes.
- Any learner refusing to attend the correction will work until 4:30 pm on the day (including 15 minutes at lunchtime).
- Any repeat offenders who refuse to attend the correction a second time, will serve a Saturday correction
- Learners who accrue excessive lates may have further sanctions.

At Tollfield Campus:

- As above but the learner will be escorted to the Head of Year 7's Office.

Reviewed June 2018

Signed off by: .....

Print name and role: .....

Date: .....