

Attendance and Punctuality Pathway

1
LEVEL

Class Teacher and/or Tutor



2
LEVEL

Class Teacher and/or Tutor



3
LEVEL

Head of Department / Head of Year



4
LEVEL

Senior Leadership Team



5
LEVEL

Head Of Secondary / Principal

Incident	Action
Late to tutor / registration	<ul style="list-style-type: none"> Warning Verbal reprimand

Incident	Action
Late to tutor / registration	<ul style="list-style-type: none"> 2nd Warning HOY informed reprimand

Incident	Action
Late to tutor / registration	<ul style="list-style-type: none"> After school detention Monitoring

Incident	Action
Persistent refusal to follow school rules and sanctions	<ul style="list-style-type: none"> Internal suspension Isolation Student Report Action Plan Record on SIMS Parent Meeting

Incident	Action
Persistent refusal to follow school rules and sanctions (Repeated level 4 incidents)	<ul style="list-style-type: none"> Internal suspension Isolation Progress Report Action Plan Record on SIMS Parent Meeting

Incident	Action
Late to class with no note	<ul style="list-style-type: none"> Warning Note in diary Record on SIMS Break detention Verbal reprimand

Incident	Action
Lateness / Punctuality (Persistent Level 1 incidents, 3 or more)	<ul style="list-style-type: none"> Note in diary Record on SIMS 2nd Break detention Communicate with Parents/Home

Incident	Action
Lateness / Punctuality (Persistent Level 2 incidents, 3 or more)	<ul style="list-style-type: none"> Subject Report Record on SIMS Parent Meeting

Incident	Action
Non-attendance of tutor time/lesson	<ul style="list-style-type: none"> Initial enquiry SIMs check

Incident	Action
Persistent level 1 non-attendance	<ul style="list-style-type: none"> Note in diary Communication with parents

Incident	Action
Continued persistent absence	<ul style="list-style-type: none"> Parental meeting

Incident	Action
Continued persistent absence leading to attendance below policy percentage	<ul style="list-style-type: none"> Parental meeting Review of impact on progress and next steps