



QEGS- Lates and Truancy

May 2022

Arriving to school and all lessons on time is one of our QEGS expectations. It means students do not miss out on learning and do not disturb the learning of others by arriving late. It also teaches them invaluable lessons and routines for the world beyond school. Unfortunately we have a small number of students who are not achieving this expectation. As a result we have refined our process:

Students should:

- Be on time to school and all lessons
- Carry your uniform and late card at all times. If your uniform/ late card has 3 signatures (3 for uniform and 3 additional for late) on then it will be replaced by 'Pending detention' card and you will be in a 45 minute after school detention the following day. If a student has neither card then they receive an after school detention the following day
- Seek permission from your teacher of your next lesson before going to the toilet. You should not go to the toilet between lessons. For example if you need to go to the toilet after period 1 then you ask your period 2 teacher and go once permission has been given
- Not wander around site and miss lessons- it is extremely unsafe

Staff should:

Late:

- Sign the card of a student who has been late to lesson or form time. This should also be recorded on the register
- Carry 'Pending detention cards' to give to students whose cards are full after 3 signatures
- Hand in full uniform cards to a member of the pastoral team in 540 so staff can inform parents of the detention by text message

-The detentions will be staffed by the Senior Leadership Team each afternoon after school. If a student attends more than two late detentions in a half term, then they will go onto late report to a member of SLT and a meeting with parents will be held to support improved punctuality

Truancy:

- Mark 'N' on the register for a missing student and then let student services know via email if they were present to the lesson before.
- Emergency Call Out staff will be informed that a student is missing from a lesson and when the student is found they should be escorted to 540 where pastoral staff will log as a 45 minute after school detention for the next day. The student will then be returned to lesson

Please note that, if students require pastoral support or medical support then they should go to 540 or the medical room after seeking permission from their teacher-**students must not wander around site and miss lessons. This is unsafe and regarded as truancy**

Parents should:

- Ensure that your children have a good sleep routine which enables them to wake up on time and be prepared for school
- Ensure that your child has organised their bag and equipment the night before so that the morning routine is not delayed. They should have a paper timetable so they know where each lesson is
- Support the school in monitoring your child's punctuality to school and lessons
- If your child receives an after school detention sort necessary travel for them to return home at 4.15pm
- Contact the school if any concerns arise and support is required

