

Punctuality

All students are expected to be in school by 8.35 each morning, ready for AM Tutor Registration at 8.40 am. Any student arriving after this time without good reason will be given a late mark and required to sit a same day 15 minute lunchtime detention.

If a student arrives late to school, they must:

- (before 9.00am) Go directly to their Tutor room where they will be registered by their Tutor with a late mark.
- (after 9.00am) Go directly to their Head of Learning Office where they will show the Student Support Officer a note from their parent/carers and they will be registered with a late mark.

Late arrival of school buses: Students must sign in at their Head of Learning Office where they will be marked present, and then go immediately to their lesson.

Any student who arrives after registers have been closed (at 9.30am) will be marked U which counts as an absence. If there is an acceptable explanation and the written consent of a parent/carer is received, this may be adjusted.

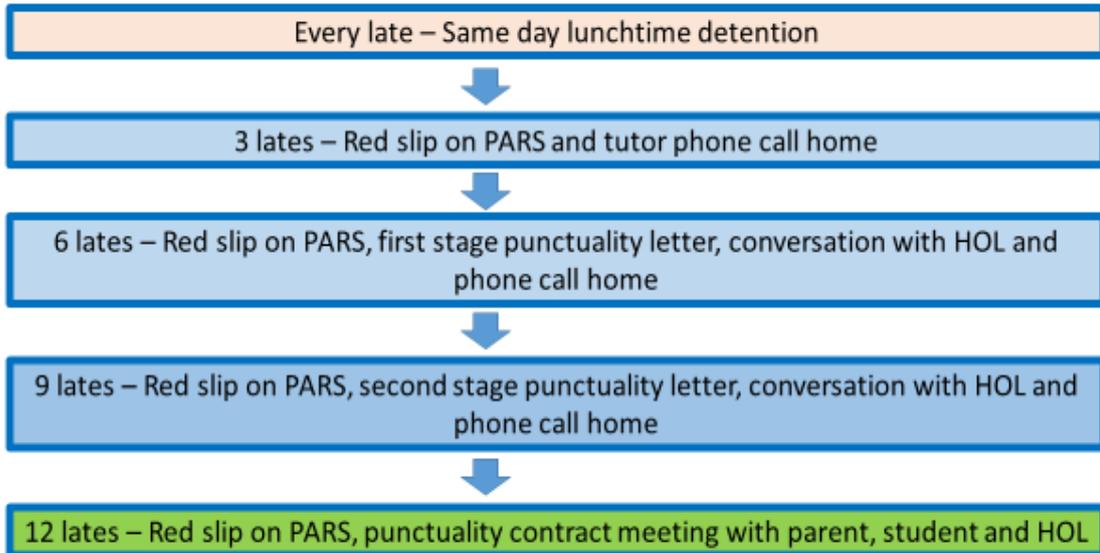
Students should expect their Tutor to follow up their late arrival to school with them and to discuss appropriate action where necessary. Late marks and sanctions are tracked and recorded by Heads of Learning and Student Support Officers.

Fullbrook's punctuality policy is designed to support students in improving their punctuality. Failure to improve and 15 late marks in a term will result in referral to the Fullbrook Education Welfare Officer who will invite parent/carers and the Head of Learning to a school attendance support meeting.

Students who persistently arrive after the register has closed could be liable to prosecution by the Local Authority.

A summary of our punctuality sanctions for each term is shown in the flowchart overleaf.

Punctuality Policy



Calculations start from the beginning of each term