

Punctuality Policy Addendum (COVID-19)

Fullbrook's punctuality policy is designed to support students in improving their punctuality.

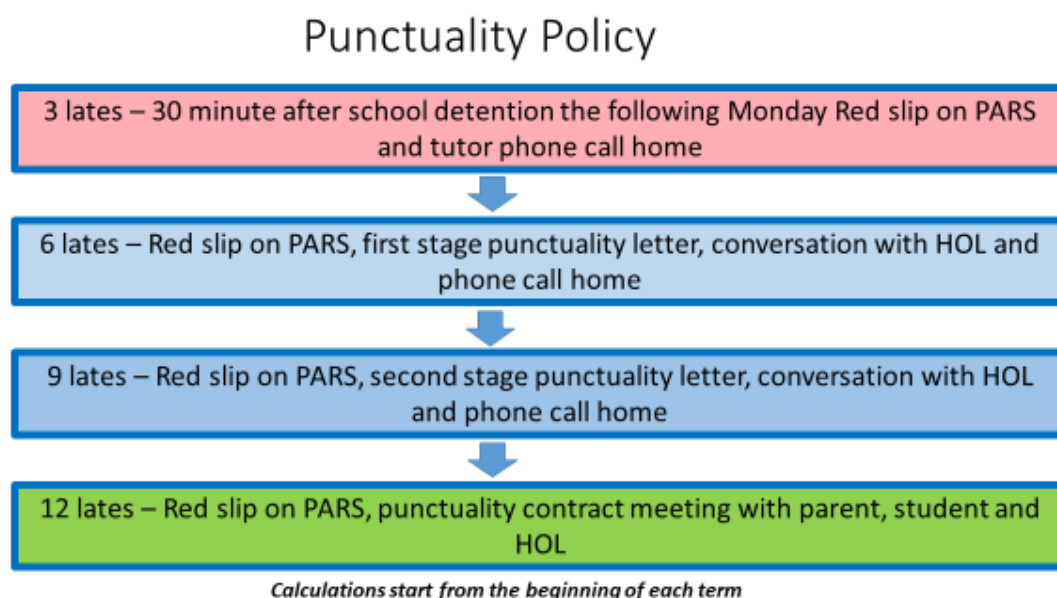
Students should expect their Tutor to follow up their late arrival to school with them and to discuss appropriate action where necessary. Late marks and sanctions are tracked and recorded by Heads of Learning and Student Support Officers.

Students who arrive late to AM tutor registration on 3 occasions in one term, will be required to sit a **30 minute after school detention the following Monday**. They will be required to have a conversation with their Tutor who will make a phone call to their parents/carers.

If a student is late 6 times in one term, a letter will be sent to parents/carers and the Head of Learning will inform parents/carers following a conversation with the student.

If the student is late 9 times in a term, a further conversation will take place with the student and a second letter will be sent. Again parents/carers will be informed.

If the situation escalates and a student is late to school on 12 occasions in one term, the Head of Learning will hold a punctuality contract meeting with the student and her/his parents/carers.



Failure to improve and 15 late marks in a term will result in referral to the Fullbrook Education Welfare Officer who will invite parents/carers and the Head of Learning to a school attendance support meeting.

Students must **sign in at Reception** if they miss AM tutor registration for any reason.

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.

Parents of students who persistently arrive after the register has closed could be liable to a fine and/or prosecution by the Local Authority.

Travelling to school and college safely as we come out of lockdown

It is likely that the roads and public transport system will become busier as businesses reopen. Advice from the Department for Education is as follows:

- if you live a short distance from school or college, walk, cycle or scoot wherever it is safe to do so
- avoid sharing a car with anyone outside of your household or support bubble
- if you are using public transport, **plan ahead and allow more time for your journey**; Don't forget to wear a face for the entirety of your journey, including inside a bus or train station.