



SIR ROBERT PATTINSON ACADEMY

Punctuality Policy

All students must be on site by 8.38am (Gates Close) 8.40 STUDENT IS LATE TO THE ACADEMY
Student will be given a late mark by the tutor and reminded of the Academy policy
Student will be signed in at reception by the Attendance Team. If no reasonable explanation an After School Detention will be given for that day
Parents will be sent an InTouch message advising of the lateness and After School Detention
STUDENT IS LATE TO THE ACADEMY TWICE IN ONE WEEK
PL will contact home and discuss the impact of punctuality on learning and that a report will be issued if there are not rapid improvements to punctuality
STUDENT IS LATE TO THE ACADEMY ON 3 OCCASIONS IN A MONTH
Student placed on punctuality report by Form Tutor for 2 weeks and parents informed in writing that lates will be unauthorised
STUDENT IS LATE TO THE ACADEMY ON 4 OCCASIONS IN A MONTH
Parental meeting with Attendance Officer or member of House Team social ban issued
STUDENT IS LATE TO THE ACADEMY ON 5-6 OCCASIONS IN A MONTH
Student on report to Head of House and social ban extended
STUDENT IS LATE TO THE ACADEMY ON 7-8 OCCASIONS IN A MONTH Or CONTINUAL LATES
Serious consequences to be decided by Head Teacher Possible Fixed Penalty Notice fine issued by Lincolnshire County Council

Being on time is vital to success both now and as an adult when you are in work. Days of learning can be lost across a year as well as disrupting the learning of others. Our Academy policy will support you in developing good habits for life.



School Day

8.38	All pupils must be on site (Gates close)
8.38	First Bell (pupils make their way to line)
8.40	Second Bell (pupils must be in line)
8.45	Ready to Learn begins
9.00	Lesson changeover
9.05	Period 1
10.05	Lesson changeover
10.10	Period 2
11.10	Break Time 1
11.35	5 minute bell
11.40	Period 3
12.40	Break Time 2
13.05	5 minute bell
13.10	Period 4
14.10	Lesson changeover
14.15	Period 5
15.15	End of Academy Day

