

PUNCTUALITY PROCEDURES

Principles

- All students arrive punctually for all timetabled lessons and other college-related appointments.
- Students who are late, are not allowed to disturb lessons.
- All teachers/tutors should be operating a broadly similar policy within acceptable margins dependent on the context of the situation and their own professional judgement.
- Teachers/tutors should set the correct tone, by being punctual to lessons themselves.
- Teachers/tutors should use the Cause for Concern Procedures to intervene and address lateness.

Aims

- Staff administer punctuality procedures across the College to ensure that students have a consistent experience.
- Improve the overall punctuality rate across college.
- Minimise disruption caused by lateness.

Procedures

If a student is late to a lesson, the following guidance must be followed:

1. A student who is late to a lesson must knock on the door and wait for the teacher/tutor to allow them to access the lesson at the next convenient opportunity ('Knock and Wait'). Any lateness should be recorded using the database class register.
2. Students who arrive for a lesson, however late, should normally be allowed to enter. However, rare exceptions to this are:
 - Late entry to a lesson is not practical (e.g. a mock exam is taking place).
 - If a student does not respond to a Cause for Concern Intervention (lateness continues on a regular basis) and has been forewarned, the teacher then has the discretion as to whether the student is allowed to access a lesson. Any such action must be recorded as a Cause for Concern intervention on the database, and later addressed with the student.
3. A teacher/tutor must always challenge lateness with the student, in person, before the end of the lesson. Teachers/tutors should not indirectly "reward" lateness by spending more than the time necessary to bring students up to speed with the lesson/PDP.