



Verulam Lateness Procedures

Punctuality to school or lessons is important.

All students are expected to wear a watch.



Morning Procedures

- All students are expected to be on the school site by 8.35am.
- All students should be in registration by 8.40am.
- A student is considered late if they have not been registered by 8.45am.
- Any student who is late to school on 3 occasions in a half term will receive a C3 detention.
- Any student who is late to school on 7 occasions in a half term will be given a C5 detention.
- Lateness is monitored by HOYs and the Pastoral support Worker, Mrs Bailey.
- Students who are consistently late to school will be placed on a punctuality report.

Afternoon Procedures

- All students are expected to be in registration by 1.40pm.
- Lateness to afternoon registration will be treated with the same procedures as morning registration.

Lesson Procedures

- All students are expected to arrive at lessons no later than 5 mins after the previous lesson finishes.
- At the end of a lesson a bell will sound. 5 mins later another bell sounds to signify that all students should now be seated ready for the next lesson. The second bell notifies staff that any student arriving after it should be marked late.
- Students who are late to a lesson will be issued with a C2 resulting in a private detention.
- Students who are persistently late to lessons will be issued with a C3 detention.
- If the whole class is late for good reason then the teacher will use their discretion. If the majority of the class have managed to get to the lesson on time and one or more students come in significantly after the rest then they will be deemed to be late.
- Students who are consistently late to lessons will be placed on a punctuality report.