

Late Protocol

All Lates recorded as "L" beyond 5 minutes after register close and 20 minutes after register close is automatically coded as "U"

"L" Coding up to close of register, 20 Mins after close of register results in automatic "U" coding. All reasons to be recorded on SIMS.

Late gate discussion by attendance lead, continue to code "U" after close of registration. Advice to be given on impact on school day and learning lost.

Referral to SAIO, home visit or school meeting to complete parent contract. Communication with parents must be recorded for any future legal action.

8 sessions of unauthorised lateness in a four week school period will result in referral to LA for possible legal action or issuing of 15 Day Notification direct from Academy Schools