

## ESK Secondary Late Policy Guidelines

The development of the positive habits of punctuality, self-discipline and time-management are skills essential for university-life and careers. It is part of the mission of all great schools to nurture these skills in all students.

Interruption and disturbance to the teaching and learning process of those already present are a consequence of late arrivals to school. Late arrivals also leave students with inadequate time to prepare and settle in, and impair their ability to gather important information from Home Room Tutors.

The ESK late policy aims to encourage appropriate behaviour in the above respects and to change inappropriate behaviour. The policy incorporates a progression of interventions to correct chronic lateness.

Number of Unauthorized Lates	
>5	HRT Note in Student Diary
>10	HRT Conference with Parents
>15	HRT & KSC Conference with Parents & Formal Letter of Caution
>20	Formal Letter of Caution from the Head (repeating policy) - (After school detention or one day suspension at School's discretion – with consideration of stage in the academic year and relevant proportion of lates)
>25	Conference with Head/Deputy Head & Behaviour Agreement. Behaviour agreement to confirm that student will no longer be given a late slip and accepted to school. Parents will be contacted to come and collect their children upon any further lateness.
>30	7 day suspension or withdrawal from the school (at School's discretion – with consideration of stage in the academic year and relevant proportion of lates)

*\* To be implemented as of 4<sup>th</sup> January, 2016.*