

Sixth form punctuality initiative – Punctuality Payback (Y12)

Rationale

Punctuality is an important aspect of your attendance in the sixth form at Knutsford Academy. We are preparing you for your next steps following sixth form education – where punctuality is essential for success.

Process

Year 12 students are expected to attend morning registration with their designated form tutor daily from 8.40am to 9am. If you attend registration from 8.45am onwards you will be marked late by your form tutor and the minutes you are late logged in Arbor.

Year 12 students can request (in person) one late start a week – two maximum, this typically means you will not attend morning registration and attend school from your first lesson of the day, for example 10am – where you will be marked in by your classroom teacher.

Where you do not have a late start agreed, you will be marked as late – example if you missed am registration and period 1 of independent study you will be marked as 80 mins late, coming in at 11am would be 140 mins late.

If you are five minutes or more late to a lesson, the classroom teacher will record this on Arbor, alongside a 'L' code to indicate you were late to lesson. If you are more than 15 minutes late to a lesson you should not attend the lesson – **you are disrupting a lesson which has already started** – it is your responsibility to find out following the lesson what you have missed and what needs to be caught up on. In this instance, you will be marked as 'U' – unauthorised absent. Examples of this would include;

- Waking up late
- Missing the train
- Forgetting that you had a timetabled lesson
- Not wanting to attend a lesson to catch up on other work

If you are later than 15 minutes late and have been at a medical appointment or similar absence which we are aware of in advance check with the teacher as to whether to attend or catch up at another time.

Consequence – Punctuality Payback

Following a fortnight's completion of lessons – on an A week Monday, a report will be run which shows all students who have accrued more than 3 lates in the previous fortnight in registration and lessons.

Those students will owe time in a punctuality payback session which will take place after school (3.15pm) in the sixth form study area and will use the time to work on their current workload, produce revision material or to organise themselves.

The session will be supervised by a member of the sixth form team (MHS, CTR or JMY)

- Students who accrue 3 or more lates of between 30 minutes and 120 minutes will owe 30 minutes.

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- Those who owe more than 120 minutes will owe an hour, the sixth form team will review any late starts in place and these may be withdrawn in the short term to get students back on track.

Students will be made aware of having to attend a Punctuality Payback session from their tutor, the report posted in the sixth form block and the notification they will receive in Arbor.

Any queries from students are to be raised in person with the sixth form team at least 48 hours before the punctuality payback session is to take place.