

Kilwinning Academy

Latecoming Policy

Ambition

Inspiration

Belonging

Respect



Dedication

Responsibility

Procedures for pupils arriving late

- From 8.50 am until 9.00 am pupils arriving late should report to the Pupil Welfare Officer at Reception.
- Each latecomer will be given a LATE TICKET to hand to his/her class teacher. Any pupil arriving late without a ticket should be sent to the Pupil Welfare Officer.
- Undue delay in arriving in class after signing in should be dealt with through normal class sanctions.
- In addition staff must change attendance on SEEMIS from **Abs** to **late**

Standard Sanctions for Late-Coming

- Pupils arriving late without good reason will complete a ten minute Afterschool Detention supervised by a member of the senior management team.
- Pupils who fail to attend afterschool detention will be given day a one hour detention the following evening.
- Persistent late-comers will, in addition, be given after-school detention.