



# **PROUD ATTENDANCE MATTERS**

Learn Together. Grow Together. Succeed Together.





# THS

TIVERTON HIGH SCHOOL

**VALUES**

**P** REPARED

**R** ESPECTFUL

**O** WNSHIP

**U** NITED

**D** ETERMINED

# Punctuality

- **You are late to a lesson if you arrive 5 minutes after the lesson has started.**

Lessons start at:

- Tutor – 8.30am
- L1 – 9.00am (built in transition time approx. 3 mins)
- L2 – 10.00 am (built in transition time approx. 3 mins)
- L3 – 11.30 am (warning bell goes at 11.25am)
- L4 – 12.30 pm (built in transition time approx. 3 mins)
- L5 – 2pm (warning bell goes at 1.55pm)

# What happens if I am late?

Event	Communication	Sanction	Text to be sent
Late to lesson 1 <sup>st</sup> time	Text message sent home	None	We would like to inform you that your child has been late to a lesson. Please can you remind them of the importance of punctuality. Kind regards, THS
Late to lesson 2 <sup>nd</sup> time	Text message sent home	None	We would like to inform you that your child has been late to two lessons. Please can you remind them of the importance of punctuality. Kind regards, THS
Late to lesson 3 <sup>rd</sup> time	Text message sent home	After school reflection	We would like to inform you that your child has been late to three lessons. Please can you remind them of the importance of punctuality. Due to this persistent lateness your child has been placed in a reflection after school tomorrow. Kind regards, THS

**AHoY/HoY/SLT link will collect students from 2:45pm onwards and escort you to the hall for the reflection session. This is not negotiable.**

# Truancy

**You will be classed as truanting if you are not in your lesson within the first 15 mins of the lesson.**

- If you are not present in a lesson a 'N' mark will be added to the register.
- If you arrive or are taken to your lesson within the first 15 minutes you will be marked late.
- If you arrive after 15 mins this is truancy. A reset will be logged for truancy, and you will be sent to the reset room for the remainder of that lesson.
- If you arrive late after 15 mins with a note from a member of staff, due to a meeting, intervention etc. you will be able to stay in the lesson and catch up with the learning.

# What happens if I truant?

Event	Communication	Action/Sanction
Absent in registration	Text message sent home	If found taken to registration If in school but does not attend registration this is truancy
Truancy 1 <sup>st</sup> time	Text message sent home	If found within the first 15 minutes return to lesson. If after 15 minutes place in reset room.
Truancy 2 <sup>nd</sup> time	phone call ACS/AHoY/HoY	Taken to the reset room for the rest of the day
Truancy again during the same day (3 incidents of truancy) or leaving the Reset room	Phone call home ACS/AHoY/HoY	½ day suspension (1 session) for the rest of the day for refusal to follow instructions. This will be followed by a full day internal suspension following a reintegration meeting.
Any child that has truanted 3 or more lessons (arriving after 15 mins)	Phone call home AHoY/HoY	Full day internal suspension the following day