Appendix A

The Appleton School

PUNCTUALITY PROCESS

Resilience Community Respect Aspiration

Achieving Excellence

Students who continue to attend all lessons each day on time will be rewarded with positive behaviour reward points

A student is **late** to one of the timetabled periods **by less than 15 mins** (the student does not have any evidence or credible reason for the late arrival)

The student is issued a **20 minute** detention for the following day. This is part of the SSA detentions.

A student is **late** to **more than one** of the timetabled periods in a day, **by less than 15 mins** (the student does not have any evidence or credible reason for the late arrival)

The student is issued a **40 minute** detention the following day. This is part of the SSA detentions.

A student is **late** to a timetabled period **by more than 15 minutes** (the student does not have any evidence or credible reason for the late arrival).

The student is issued a **60 minute** detention the following day. This is part of the SSA detentions.

If the student does not attend this detention without a valid reason?

The student is issued a **40 minute** detention the following day. This is part of the SSA detentions.

The student is issued a **60 minute** detention the following day. This is part of the SSA detentions.

The student is issued a **60 minute** detention the following day. This is part of the SSA detentions. However, in addition to this, a **parental meeting** will take place to form a Punctuality Action Plan (this will be bespoke, but may include key targets, reports, interventions, referrals and sanctions).