

**Morning absence, managed by our attendance officer:**

* Absence line, Weduc and Parentmail processed and added to Go4schools between 8-8.30.
* Late gate oversight 8.30-8.50
* Calls to other schools and AP for external pupil attendance.
* N text sent to students who have not had their absence reported.
* Add paper registers and lates to Go4schools

**Late Gate procedure:**

Students are deemed late to the academy after the second bell, our first bell rings at 8.25amd the second at 8.30am by which point all students are expected in their form rooms.

All late gate sheets which record late students go to the attendance officer who uploads to the registers.

All year leaders should be set up on G4S so that they receive the alerts that go on G4S to trigger who has a break time detention for lateness

Students that arrive after all gates have closed, must enter through the reception area- these students are signed in by reception staff. Reception staff log the lates on G4S by filtering on the registers and allocate the break detentions for that day

* All registers should be taken by 8.40 which is '/' up to then.
* 8.40 - 9am is L when registers close 'unofficially'.
* 9-10 - L until the official close of register would still trigger a truancy negative without valid reason, added by year leader
* From 10.10 this would then be a U in am and an o for the lessons missed.

**Detentions for lateness:**

If a student receives a break detention in HU05 they need to attend on the **same day.**

If they do not attend or turn up too late without valid reason, they are issued a lunchtime detention.

Failing to attend the lunchtime detention would escalate to an after-school detention.

Please remember that any student arriving after 9am without a valid reason and is considered a serious concern therefore receives a negative point for truancy (an hour after school on the same day)

**Year leaders hold overall responsibility for ensuring students detentions are escalated when necessary and have oversight of their year group’s attendance at detentions.**