



Duke's Sixth Form Punctuality Policy

Students who arrive before 9.00am sign in at student at entrance. Students arriving after 9.00am sign in at main reception.

List of students who are late will be collated by the sixth form team and those students will not be permitted to leave site at lunchtime.

Detentions will be issued to students who arrive late. Each Monday sixth form students will be expected to make up any time they were late in the previous week. Parents/ Carers will be informed.

If there is no improvement in punctuality following a detention, students will be placed on a 2 week monitoring report. This report will be monitored by the sixth form team.

Students, who are regularly late to lessons, will be placed on a 2 week monitoring report. This report will be monitored by their form tutor.

If there is no improvement in punctuality following the monitoring report, a meeting with parents/ carers will be arranged.