Late Process

8.40am Tutor register to be completed.

■

8.45am All doors to the street will be locked and monitored by LT, students will be re-directed to reception and requested to sign in the student register log book.

9am Attendance Officer/Support staff will collect information from late register, update SIMs and inform SM/HOY.

SM/HOY to determine outcome of sanction.

No further action

If SM/HOY determine that the students reasoning for being late a valid, NO sanction will be issued.

Late mark will remain.

Action required

If SM/HOY determine that the students reasoning for being late is NOT valid, SM/HOY to log C4 and inform student.

