

Ellon Academy Late Coming Procedure

A pupil is late for school if they are not in registration by 8.25am.

Number of lates (<i>late to school without genuine reason</i>) in an academic year.	Action
A pupil is late on 3 occasions within a 2 week timeframe.	Automatic text message sent to parents / carers and Principal Teacher of Guidance (PTG) notified. PTG has a discussion with pupil.
15	Late letter 1 sent to parents / carers – Pupil issued with After School Work Session (ASWS).
25	Late letter 2 sent to parents / carers – Pupil issued with ASWS.
35	Late Letter 3 sent to parents / carers – Pupil issued with ASWS. Meeting takes place between pupil, parents and Principal Teacher of Guidance (PTG).
45	Late letter 4 sent to parents / carers – Pupil issued with ASWS. Meeting takes place between pupil, parents, PTG and Depute Head Teacher (DHT).
No Improvement (50)	Pupil attends three ASWS in a row with specific work targeted at late coming. Potential removal of privileges such as representing the school in extracurricular or taking part in school trips. DHT to coordinate and contact home.