



**Practise Document for the implementing of a Lates Procedure.**

**Aim: To reduce the number of students presenting to school late with no explanation and the associated disruption which this causes.**

Unexplained Late Monday	Tuesday Detention
Unexplained Late Tuesday	Tuesday Detention the following week
Unexplained Late Wednesday	Tuesday Detention
Unexplained Late Thursday	Tuesday Detention
Unexplained Late Friday	Tuesday Detention

Unexplained Late 1	30 mins detention
Unexplained Late 2	30 mins detention
Unexplained Late 3 and subsequent lates	1 hour detention
Student not presenting to detention	<p>In the case where a student was absent on the day, they will take their detention the next detention day.</p> <p>In the case where a student did not present for detention, they will automatically take their detention on the next detention day.</p> <p>In the case where a student repeatedly does not present for detention, they will be referred to their Year Head to contact parents/guardians to offer support the student in sitting their detention.</p> <p>Subsequent intervention: Referral to the SST and/or SMT</p>

Location	Main Assembly Area
Procedure	<ul style="list-style-type: none"> <li>✓ Students will take assigned seat.</li> <li>✓ Roll call by supervisor and recorded on the Detention Team.</li> <li>✓ Work assigned from file on Detention Team.</li> <li>✓ Text (Template) sent to parents/guardians of those who do not present to detention.</li> </ul>