



MAIDEN ERLEGH  
SCHOOL IN READING

# Lateness to School & Lessons

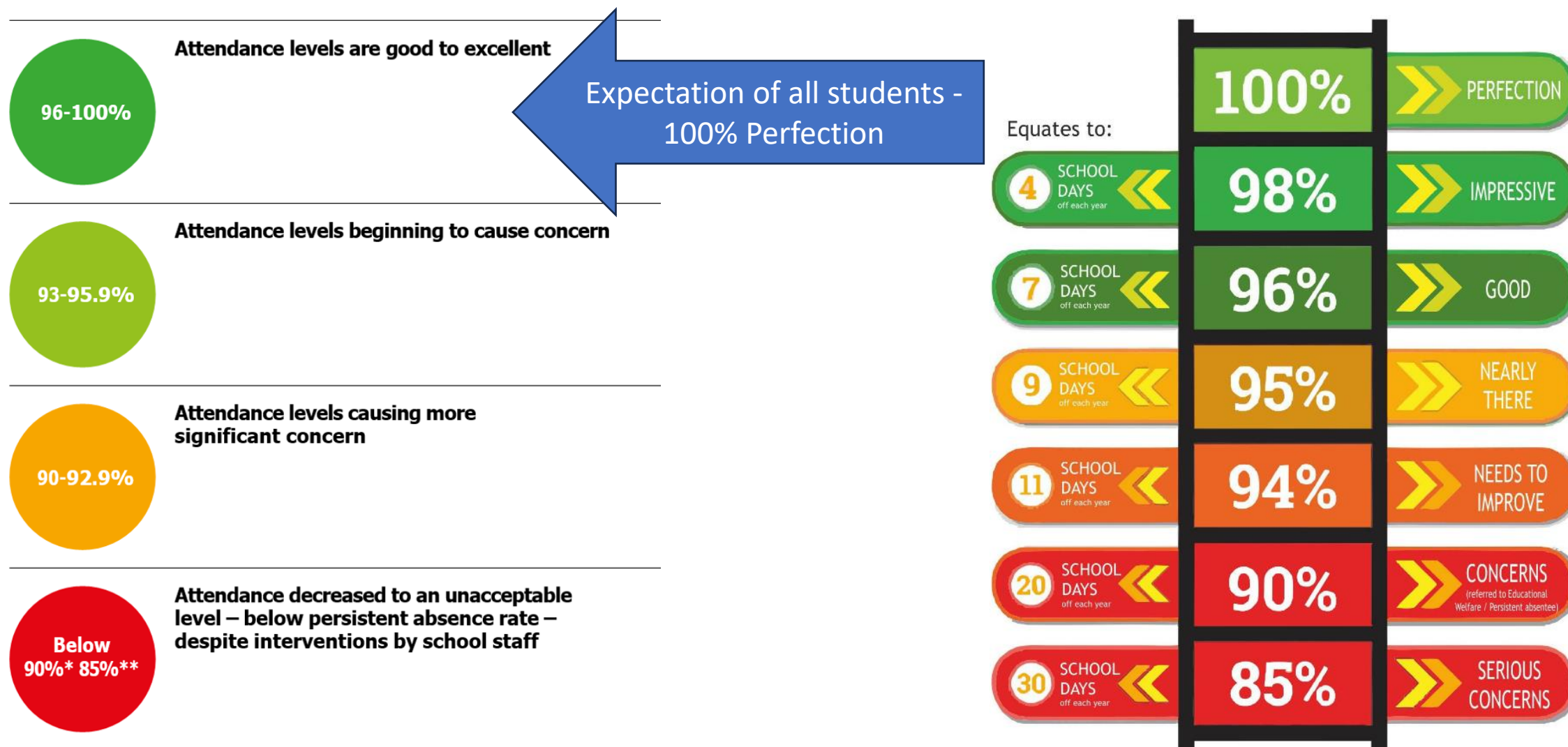
Attendance Matters

[#everyminuteeveryday](#)

# Attendance Matters - MER Traffic Lights of Concern



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# Why it matters – lateness = lost learning



Lost Learning  
=  
Reduction in  
Achievement &  
Wellbeing



# Lateness to School

- Students who are **NOT** past the school gates by **8:40** are **LATE TO SCHOOL** - as from Monday 11 September these students will be asked to attend a **late to school detention** that day at breaktime in 114
- What happens at the gate?
  - Students will be met by a member of staff who will record students' arrival and give them a slip for tutor – it will also remind them of the late to school detention in 114
- What happens in detention?
  - Students will have an opportunity to speak to staff, seek support where necessary and understand why being on time matters
- What happens if I forget or don't make it?
  - This detention will be escalated to lunchtime the same day
- What if I have made it past the gates and onto school site by 8:40 but I arrive in tutor a minute late?
  - You are to follow the late to lesson process, a late mark will be recorded in the register along with the number of minutes late you are – the lateness time will count against your lateness to lessons that day



# Why is matter – lateness = lost learning



**Lost Learning  
=  
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# Lateness to Lessons

- Being ON TIME for lessons is a key priority for all students and we have high expectations for all – **you should arrive on time for lesson!**
- When do my lessons start?
  - Timings of the day are under each screen and lessons start at:  
Tutor – 8:40 / P1 – 9:10 / P2 – 10:15 / P3 – 11:35 / P4 12:40 or 13:05 / P5 – 14:10
- How do I know lesson has started?
  - The 'pips' sound at the start of lessons, after this point you are late for lesson
- What should I do if I'm late?
  - Move to lessons promptly and then follow the late process (see next slide) - this is stuck up on all classroom doors



# Lateness to Lessons Continued

## Lateness to lesson process



- What happens if I'm over 10 mins late across the day?
  - Students will be given a late to lesson detention the next day at breaktime in 114
- How will I know I have a late to lesson detention?
  - Students will be notified by: classcharts; an email to parents and your tutor will tell you the next day In TT
- What happens if I have a late to lessons detention more than twice in a week?
  - Your tutor and or HOY may put you on a late report to monitor and support you to change your lateness

### ALL STUDENTS

If you are late to lesson please:

- Knock on the door before entering the room.
- Enter silently and sit in your designated seat.
- Your teacher will give you the late book.  
Please fill it in, giving the reason you are late.
- Sit silently either getting on with 'do now', or await instructions from your teacher.



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# ATTENDANCE MATTERS

*every student, every day*

