Pupils arrive at school past 8.40am.

Pupils arrive at school past 9am and do not sign in at Pupil Services following school procedure. Pupil will receive a **30 minute same day detention.**

Pupils arrive at school past 8.45am without a valid excuse. Pupils will be informed of **15 minute same day detention.** If pupils sign in via Pupil Services, Pupil Services to inform pupils of **15 minute same day detention**.

Email is sent to parents, by Attendance, reminding them of importance of punctuality and need to be at school for 8.40am.

Email sent to the parent/carer to inform them of the **15 minute same day detention.**

Pupil does not attend the **15 minute same day detention**.

Sanction is complete.

Pupil does not attend the **30 minute late detention.**

Pupil attends the **30 minute late detention.**

Text is sent to the parent/carer following the missed 15 minute detention to inform them of their child’s **30 minute late detention the following day.**

Late Detention is complete.

Pupil attends **the 15 minute same day detention**.

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Text sent to the parent/carer to inform them of the **30 minute same day detention.**

Text is sent to parent/carer on the day of the missed detention informing them that their child has a **1 hour detention the following day**.

Pupil attends the **1 hour detention.**

Pupil does not attend the **1 hour detention.**

Text is sent to parent/carer the day of the missed detention informing them that the pupil is to be given a **2hour SLT detention. Date and time of the detention will be confirmed.**