

LATENESS PROCEDURES

COLLEGE FOR YOUNG PEOPLE - LATENESS PROCEDURE

INTRODUCTION

Student lateness causes disruption to the session and interrupts the learning both for the group and the student who has arrived late.

All Operational areas should implement a lateness strategy with a clear procedure that is understood by the students and is consistently applied by all teaching staff.

Challenging lateness and the procedure of completing lateness forms should be implemented sensitively thereby causing minimum disruption to the group.

Completion of lateness forms should take place either prior to the student entering the classroom or at the end of the session before the student leaves the classroom. This form should be completed by the student.

PROCEDURES

When students arrive late for a session the following actions should take place:

- The name of the student and the time of arrival to be recorded by the tutor.
- If completed at this time, the lateness form is placed on the tutors' desk by the student.
- The late student joins the group with the minimum disruption.
- Late students are encouraged not to disturb the group or the flow of teaching and learning.
- At an appropriate time, e.g. group work, the tutor should spend time with the late student bringing them up to date to enable the student to contribute to the session.
- At the end of the session the student is asked to stay behind to complete the lateness form.
- The form is forwarded to the Course Tutor or Personal Tutor.
- The Personal or Course Tutor records the lateness on the tutorial file for discussion and / or action planning.
- Persistent lateness will action the Performance Review Procedures and the involvement of parents.