

Lateness Policy

- Please be on time for your lessons, in order not to disturb your teacher and your classmates.
- Morning classes start at 9.30 am, afternoon classes start at 1.45 pm. You should be in class, ready to start the lesson at this time.
- If you arrive in the first 10 minutes after the class has begun, the teacher will allow you to come but you will be marked as late on the register.
- If you are more than 10 minutes late you might not be allowed in class, and will have to wait until break time.
- If you are late more than 3 times in a week then it will be counted as an absence.** You will also have to attend a meeting with the Principal which will be recorded on your file.
- Breaks are for 15 minutes in the morning and afternoon classes. If you are late back after the break you might not be allowed in class.
- If you are under 18 years old and are going to be late, you must phone the Academy to let us know.

In exceptional circumstances students can be given special permission to arrive late for class. This must be arranged in advance. Students will be given a note signed by the reception team that they must give to their teacher.

In exceptional circumstances you may be allowed in late with a note or accompanied by a member of staff.

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