### Handsworth Grammar School Punctuality Procedure

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Late to AM registration (after 845):</th>
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<tbody>
<tr>
<td></td>
<td>• FT reprimands student, late logged on SIMS (2 behaviour points)</td>
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<td></td>
<td>• Text sent home to inform parents</td>
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<td>• Student loses subsequent off-site lunchtime privilege</td>
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<tr>
<th>Stage 2</th>
<th>Late to AM registration 5 times in a half term (student deemed persistently late):</th>
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<tr>
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<td>• FT phones home to inform parents student is on early AM registration report for subsequent for 5 days. Student reports to HOY by 830am.</td>
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<tr>
<th>Stage 3</th>
<th>Poor early AM registration report or continued punctuality issues:</th>
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<td>• Mr Conway/Ms Hurley/Mr Bird lead intervention meetings with parents</td>
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<tr>
<th>Stage 4</th>
<th>Continued issues with persistent poor punctuality/poor response to intervention thus far:</th>
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<tr>
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<td>• Referred to Dr Bird</td>
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