



Attendance Policy

Version 3.0

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September 2022

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Aims

Driffield School & Sixth Form is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at Driffield School & Sixth Form, it is vital that they maintain excellent attendance and punctuality. Our minimum attendance expectation is 96%, however we strive for 100% attendance for all students and we actively promote good attendance and discourage unjustified absence - this ethos prepares students for the disciplines of working life and maximises learning opportunities.

- We will ensure that all students access full-time education which meets their needs and allows them to reach their potential.
- We emphasise that it is the responsibility of everyone in the school to improve attendance and punctuality.
- We strive to provide a safe and caring environment where each student can engage in all opportunities offered.
- We work with students and their families to ensure every student has good attendance and punctuality.

What you can expect from Driffield School & Sixth Form

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- We will encourage students to attend school regularly through the provision of engaging work that is appropriate to need.
- We will provide parents/carers with a clear statement of attendance on student reports.
- We will work closely with parents/carers where student absence is cause for concern.
- We will support students to achieve good attendance and punctuality.
- We will support students returning to school after prolonged absence.
- We will work closely with the LA Education Welfare Service and relevant external agencies.
- We will only remove a student from school roll when they have legally left the school.
- We will inform the Governing Body of attendance information as part of each KPI report
- We will provide information for the prosecution of parents whose children do not attend school and who do not have a substantive reason.

What Driffield School & Sixth Form Expects from Students

- To attend regularly and on time.
- To be punctual to all lessons.
- To ensure all messages and notes from parents/carers are given to their form tutor.

What Driffield School & Sixth Form Expects from Parents/Carers

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education (Section 7 of the Education Act 1996). A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31st December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen. From September 2015 all 16 year-olds are be required to continue in education or training, until their 18th birthday.

- To ensure that their child attends the school, punctually, dressed in full uniform and equipped to learn.
- To ensure their child attends every day the school is open unless they are too ill to do so.
- To avoid keeping their child away from the school for any other reason than illness or authorised explanation
- To avoid arranging term time holidays
- To immediately inform the School if their child is unable to attend (by 8.30 am on the day of absence, by contacting the absence line on 01377 253631 option 1), including the reason for absence and expected date of return.
- If no indication of a return date has been given, parents/carers should contact the school on each day of absence.

What Drifffield School & Sixth Form Expects from Form Tutors

- Build supportive relationships with students in their group and discuss with students the reasons for absence when returning to school
- Ensure that all students update weekly attendance records in their planners.
- Use form time one day per week to discuss the importance of attendance and punctuality.
- Accurately record AM registers for all students.
- Inform Heads of Year where concerns or patterns of attendance are identified.

What Drifffield School & Sixth Form Expects from subject Teachers

- Take an accurate register for the class within the first 10 minutes of the lesson, followed by a head count (including separate registers for double lessons).
- Challenge lateness of all students and record this accurately in the student planner and on SIMS.
- Stress to students the importance of good attendance and punctuality.
- Follow up patterns of absence or lateness with the student's Head of Year.
- Ensure that on call are made aware swiftly if any student leaves a lesson.

What Drifffield School & Sixth Form Expects from the Attendance Officer

- Monitoring attendance levels of all students, including analysis of attendance and patterns of absence amongst different groups.
- Ensuring that those students identified by the school as being vulnerable are monitored closely to support high levels of attendance.
- Meeting on a regular basis with Head of Year to discuss students with under 50% and 90% attendance, including reporting on persistent absence and severely absence patterns and Pupil Premium attendance.
- Liaising with staff, students and parents/carers to identify any problems which may be affecting attendance and offer support if appropriate to parents/carers/students.
- Supporting students with difficulties in school.
- Making home visits and welfare checks as appropriate to meet with parents/carers.
- Clearly informing parents/carers of their legal responsibility for regular attendance and possible sanctions.
- Following up with the line manager where a decision is made to take action against parents/carers for the non-attendance of a student.
- Adopting a multi-agency working practice to ensure support for parents/carers/students.
- Liaising with the Local Authority Education Welfare Service where persistent or significant concerns arise regarding a child's attendance at school. The LA Education Welfare Service will use a wide range of strategies to monitor and improve attendance of all students, for example:

1. Parenting Contracts
2. Penalties
3. Fast Track Procedures
4. Prosecution

5. Education Supervision Orders

- Attending child protection conferences/core group meetings as required.
- If a student's absence is supported by a hospital consultant or a specialist medical team, referral to Home Tuition Service.
- Providing data for the LA and DFE returns.
- Providing attendance and punctuality data for the pastoral team (daily and weekly)
- Providing termly attendance certificates for students.
- Removing students from the school's roll, ensuring that this is only done within the guidelines outlined within Working together to improve school attendance (March 2022)

What Driffield School & Sixth Form Expects from Attendance Admin

- Ensuring registers are being completed and informing SLT link at appropriate stages (where there are persistent concerns of non-completion).
- Clearing and entering absence notes, (ensuring correct codes are used) absence emails and phone calls regarding absence.
- Collating leave of absence/holidays forms for SLT.
- Conducting first day calling, as directed.
- Providing attendance data to the Attendance Officer as required.

What Driffield School & Sixth Form Expects from Heads of Year and Post 16 Pastoral Tutor

- Monitor attendance on a weekly basis (more frequently, where concerns about a student's attendance persist)
- Reasons for absence and absence codes for post 16 students are recorded on Sims by the post 16 pastoral tutor.
- In conjunction with the Attendance Officer, ensure absence e-mails/notes are being provided and phone calls/emails from parents are logged.
- Swift identification of and support provided for poor attenders/students with problems in school likely to affect their attendance.
- Working with the Attendance Officer, reasons for non-attendance are investigated with students, parents/carers the appropriate action is taken.
- If a student is likely to be absent for a known period of time, to arrange for work to be sent home.
- Where a student is returning after a long absence from school, a support package should be developed including consideration of a phased return.

Local Governing Body

The Governing Body is required by law to ensure that the registers are kept accurately. They are also required to publish annually a report to parents which includes the school's attendance figures.

Registration Procedures

Session Length - Register sessions (AM / PM) need to be left open for a reasonable period of time, up to a maximum of 30 minutes, to allow for lateness to be recorded (where a student arrives after the register period closes, they cannot be marked with an L, but must use another appropriate code). Session times are as follows:

Session	Registers Open	Registers Close
AM	8.45am	9.15am
PM	1.25 pm	1.55pm

The Tutor – must complete the morning register accurately and save within the first 10 minutes (remembering that the register is a legal document). If students arrive late to registration then the tutor

must re-open the register and mark with an “L” and enter how many minutes late and save again. They must follow-up absences with the student, by reminding the student that a note is required explaining the absence. Absence notes should be sent direct to the Attendance Officer.

When marking a register any discrepancies in attendance need reporting to the Attendance Officer immediately.

Subject Staff – must complete the class register for each and every period including double lessons within the first 10 minutes, please remember period 4 is the equivalent of afternoon registration. Students arriving late without a valid reason should be marked with an ‘L’ and the many minutes late recorded. Lesson registration is a vital element in tracking post-registration truancy and records will be used by the Attendance Officer in communications with parents and as evidence in legal proceedings.

Educational Visits and Sports Fixtures – Paper registers must be taken prior to departure and a copy sent to Attendance admin at Ace reception. Students will be given their marks for lessons in that session.

College Courses/SMASH – Paper registers should be taken by link member of staff and returned to the Attendance admin at Ace reception.

Signing in - When a student is late in the morning (after the gates have closed) they must sign in at Ace reception and provide an explanation for their lateness, which will be confirmed with parents/carers by the Head of Year or Attendance Officer. Students who do not have a valid reason for being late will have to sit a lunchtime detention.

Signing Out – Any KS3/4 student who leaves the school premises during the day should go to the ACE Reception where they will be given an ‘Authorised Absence Pass’ which gives permission for the student to be off the site. Parental/official verification for the reason for leaving the site will be sought before pass is given. The Authorised Absence Pass must be shown if a student is challenged outside the school by the police or Education Welfare Service.

Authorised Absence

Authorised absence is where the School has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents or carers may not authorise absence; only the school can do this.

Parents or carers should contact the School (by telephone or email) on every morning of absence (preferably before 8.30 am), giving a reason and an expected date of return. Wherever possible, students should attempt to arrange non-school activities outside of their course timetable.

The following is a list of reasons for absence which would be authorised:

- A medical appointment
- A family bereavement and/ or attendance at a funeral
- A religious observance
- A visit to a University / College, either to attend an open day or for an interview
- A careers interview
- An appointment with a Youth & Family Support Service personal advisor/CAMHS/MIND counsellor
- A work experience placement (although preferably arranged for during weekends or holidays)
- Moving house (1 day only)
- A job interview (Sixth Form only)
- An approved sporting activity recognised by the National Body for that sport
- Driving test (Sixth Form only) or Tractor Driving Test
- Sporting Competitions
- Examinations

For each of the above, evidence will be required e.g. an appointment card or letter.

Term Time Holidays (School Unauthorised Absence)

Legislation came into effect on 1 September 2013 which means there is no longer a provision in law for the Headteachers to authorise an absence for the purpose of a term time holiday other than in a very limited set of exceptional circumstances outlined here:

- 1) Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with the school holidays
- 2) Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
- 3) The death or terminal illness of a person close to the family
- 4) To attend a wedding or funeral of a person close to the family

If a request meets the above exceptional circumstances but falls within the following times, the Head of School must be convinced that absence from school is the only option:

- 1) The first term of any academic year (applies to all students)
- 2) Year 9 options time (for students in Year 9)
- 3) At any time during Years 10 and 11 (for all students in these year groups)
- 4) Students whose attendance is classified as persistent absence

Persistent Absence

A student will be defined as a persistent absentee (PA) when they have been absent from school for 10% or more. Absence is a serious problem for students, leaving students at a considerable disadvantage. Students who fall below 92% threshold will be monitored and supported to improve their attendance. Students whose attendance falls below 90% PA threshold will be supported by the Attendance Officer and their attendance will be reviewed by their Head of Year. Where appropriate, Attendance Action Plans will be drawn up by the Attendance Officer in consultation with parents or carers and relevant external agencies, where appropriate.

Students with an attendance of below 50% are considered severely absent from school.

Penalty Notices

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or where an explanation has not been provided by the parent.

Penalty Notices may be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post directly to the home of a parent after a warning, or in the case of absences without acceptable cause, warnings may not be given. This may include students caught on truancy sweeps, excessive or unauthorised family holidays and persistent late arrival after the close of registration.

The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority regardless of who issued the penalty notice.

If the penalty is not paid by the end of the 28 day period, the local authority must decide either to prosecute for the original offence to which the notice applies, or withdraw the notice. Parent(s) can only be prosecuted if 28 days have expired, and full payment has not been made.

There is no right of appeal by parents against a fixed penalty notice.

Parental Guidance on new legislation

We advise that parents or carers do not plan for their child to be absent without contacting the school first to obtain prior approval. Head teachers cannot retrospectively authorise absence from school under any circumstance. A penalty notice may be issued for any unauthorised absence due to holidays.

If a parent believes at any stage that their child's absence from school may leave them liable for prosecution or a penalty notice, it is important for the parent/carer to take action without delay to secure their regular attendance. Support and guidance on attendance is always available and if parents/carers have any questions about this, or need any help to achieve an improvement, they are encouraged to contact the school to discuss any issues.

Sixth Form Students

Sixth Form Student and parents are expected to abide by Post- 16 Learning Agreement with regards to all attendance issues (See appendix 2).

School Leaver Year 11 & 13

Year 11 & 13 Leavers official school leaving date will be the date of their last examination. Year 11 students are expected to register and attend school during the examination period to access subject specialist support. Revision support is provided within school for every student during the examinations. Year 13 Students are not expected to register during exam period.

The Secretary of State may by order determine the day in any calendar year which is to be the school leaving date for that year.

Staged Approach to Improving Attendance (Appendix 1)

To support high levels of attendance, the school will continually monitor and act to improve attendance. This will follow a staged approach as outlined below. Attendance data will be analysed with the Head of Year on a fortnightly cycle by the Attendance to identify trends in key groups, including vulnerable students, year groups and individual students. Following thorough data analysis, the following staged approach will be followed:

Stage 0

Stage 0 refers to the approaches taken to promote high attendance for all students across school:

- Continued monitoring of attendance to identify and intervene with attendance concerns early.
- Assemblies and tutor activities highlighting the importance of attendance and punctuality.
- Weekly recording of student attendance in planners, during registration.
- Students with high levels of attendance acknowledged and rewarded.
- Parents / carers of all absent students, without reason provided, will be contacted by the school to ascertain reason for their absence on their first day of absence.
- On a student's third day of absence without valid and accepted reason, a welfare check will be conducted at the home address.

Stage 1

Where a student's attendance falls below 93% this will be investigated by the Attendance Officer and Head of Year. If there are unauthorised absences, the parent/carer and student will be issued with a Stage 1 Attendance Letter informing them that attendance will be monitored for improvement over a period of between two and six weeks (depending upon the situation).

Where there are no unauthorised absences, this will be monitored for improvement internally for a period of

two to six weeks (depending upon the situation). If attendance does not improve over this period, parents / carers will be issued with a Stage 1 Attendance Letter, as above.

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0.

Stage 2

If the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 2 Attendance Letter, informing them that their attendance has not improved and offering further support from the student's Head of Year. This will be monitored for improvement for a further two to six weeks (depending upon the situation).

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 3

If the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 3 Attendance Letter and be invited into school to meet with the Attendance Officer and Head of Year to agree an Attendance Action Plan. This will be monitored for improvement for a further two to six weeks (depending upon the situation).

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 4

If there is no response from the parent to the Attendance Action Plan meeting or if the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 4 Attendance Letter. This will invite them to an attendance panel where the school will put forward a recommendation to the Local Authority for prosecution for non-attendance at school.

Where a student is on Stage 3 or Stage 4 of the above at the end of an academic year and has not improved their attendance to above 92%, they will remain on that stage at the start of the next academic year to allow for immediate action if attendance concerns persist.

Rewards

We believe in rewarding students for high or improving attendance; students who continue to show high levels of attendance or consistently improving attendance will be rewarded in different ways, including but not limited to:

- Positive phone calls home
- Reward Stamps
- Form Prizes / Awards

Lateness

Punctuality is an important part of good attendance at school. The Attendance Officer will produce daily reports for pastoral team that identify lateness for students and those with persistent or patterns of lateness to lessons will be placed onto Late Report with time missed being made up at a lunch time or after school (depending on the situation).

Children Missing Education

In line with current guidance, we will conduct reasonable enquiries if a student on our role is not attending school. If, following action for the first 3 days of unauthorised absence (see Staged Approach, above) we have not received a suitable response from parents/carers we will contact them in writing, followed by a second welfare check within 10 days of the first absence. If no response, relevant agencies will be contacted to identify the student as missing in education. Where we believe the child is at risk, timescales will be expedited and relevant agencies contacted sooner.

Attendance Codes

Code	Use
/	Present in school (AM)
\	Present in school (PM)
L	Late arrival before the register is closed
B	Off-site educational activity
D	Dual Registered at another school
J	At an interview with prospective employers, or another educational establishment
P	Participating in a supervised sporting activity
V	Educational visit or trip
W	Work experience
Authorised Absence from School	
C	Leave of absence authorised by the school
E	Excluded but no alternative provision made
H	Leave of absence for the purpose of a family holiday granted by the school
I	Illness (not medical or dental appointments)
M	Medical or dental appointments
R	Religious observance
S	Study leave
T	Traveller absence
Unauthorised Absence from School	
G	Holiday not granted by the school or in excess of the period determined by the headteacher.
N	Reason for absence not yet provided
O	Absent from school without authorisation
U	Arrived in school after registration closed
Administrative Codes	
X	Non-compulsory school age pupil not required to be in school
Y	Unable to attend due to exceptional circumstances
Z	Prospective pupil not on admission register
#	Planned whole or partial school closure

Relevant Guidance

- Children Missing Education (September 2016)
- Working Together to Improve School Attendance (May 2022)
- Education Act (1996)

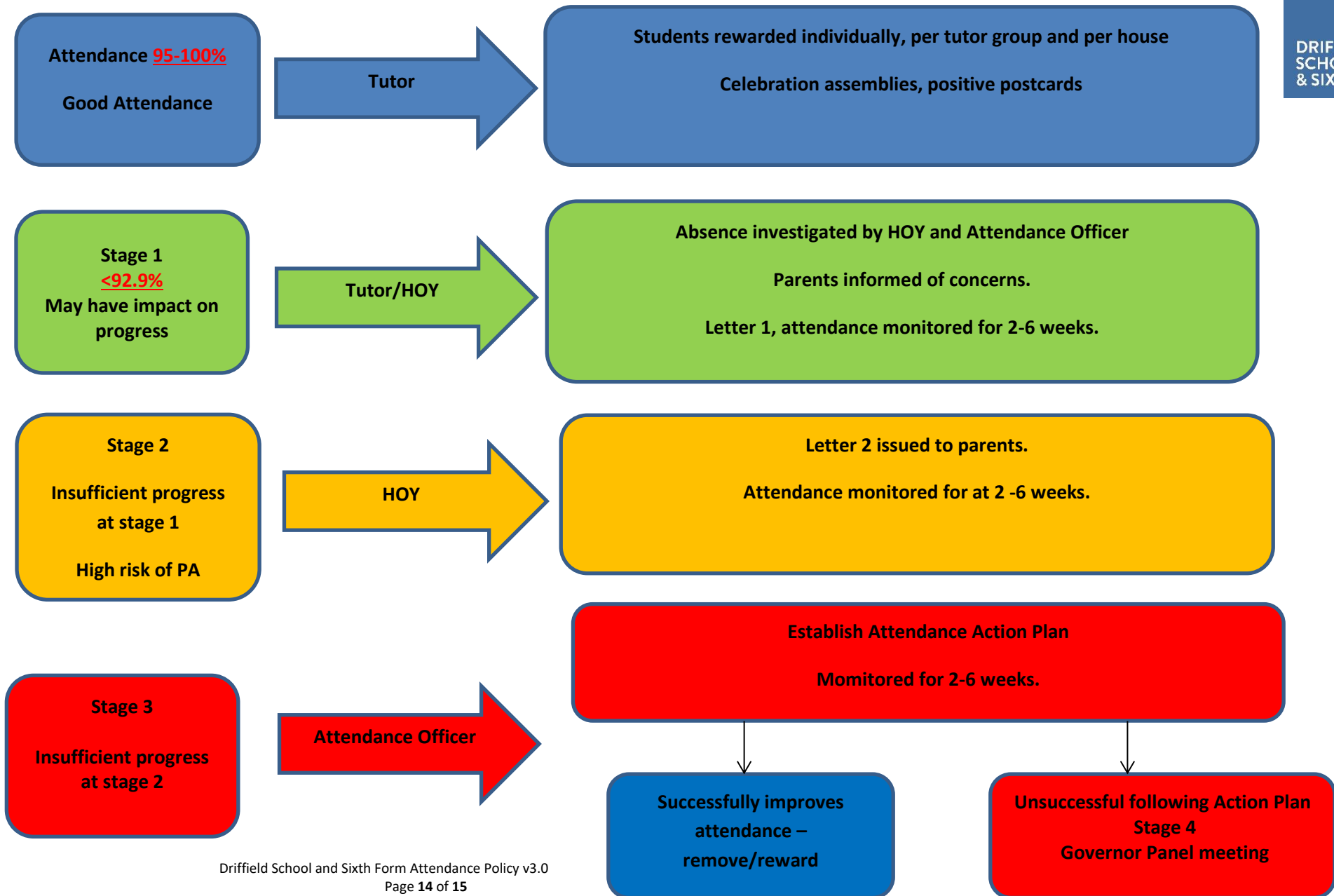
Key

KS3 – Key stage 3 (years 7-9)
 KS4 – Key stage 4 (years 10-11)
 KS5 – Key stage 5 (years 12-13)
 NC - National Curriculum
 SLT - Senior Leadership Team
 SEND - Special Educational Needs and Disability
 HOY – Head of Year
 HOH - Head of House
 DFE – Department for Education
 LA – Local authority
 ERYC – East Riding of Yorkshire Council

Appendix 1 School Day Timings

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05
Movement time	Movement time	Movement time	Movement time	Movement time	Movement time	Movement time	Movement time
Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10
Morning break & Period 2 10:10 – 11:35	Movement time	Movement time	Break - West 10:10 – 10:30	Break - North 10:10 – 10:30	Break - West 10:10 – 10:30	Break – SFC 10:10 – 10:30	Movement time
	Period 2 10:15 – 11:15	Period 2 10:15 – 11:15	Period 2 10:30 – 11:30	Period 2 10:30 – 11:30	Period 2 10:30 – 11:30	Period 2 10:30 – 11:30	Period 2 10:15 – 11:15
	Break - North 11:15 – 11:35	Break - West 11:15 – 11:35	Movement time	Movement time	Movement time	Movement time	Break - SFC 11:15 – 11:35
Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35
Lunchtime 12:35 – 13:25	North playground or AstroTurf	West playground or AstroTurf	West playground or AstroTurf	North Canteen 12:35 onwards <i>(first sitting)</i>	West Canteen 12:35 onwards <i>(first sitting)</i>	Sixth Form Centre	Sixth Form Centre
	North Canteen 12:50 onwards <i>(second sitting)</i>	West playground or AstroTurf	West Canteen 12:50 onwards <i>(second sitting)</i>	North playground or AstroTurf	West playground or AstroTurf		
	North playground or AstroTurf	West Canteen 13:05 onwards <i>(third sitting)</i>	West playground or AstroTurf	North playground or AstroTurf	West playground or AstroTurf		
Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25
Movement time	Movement time	Movement time	Movement time	Movement time	Movement time	Movement time	Movement time
Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30

Appendix 2 Driffield School and Sixth Form Attendance Flow Chart 2022-23



Appendix 3

Sixth Form Absence Procedure

Reporting Absence – NOTIFY AND AUTHORISE

In EVERY case of absence students must **NOTIFY** us that they will be absent for the day or part of the day and then on their return **AUTHORISE** their absence as follows:

In case of illness – NOTIFY

Students or their parents must inform the school if they are unable to attend lessons for part or all of the day you are absent. Please ring on 01377 232365 (direct dial – please write this number down somewhere by your phone) or call the mobile on 07855 224487. Calls will be made to the school from 8.45am to 10.30am or if necessary a message left on voice mail at an earlier time. If they are also absent the following day, there must be a call for each day of absence.

On returning to school following absence – AUTHORISE

On return to school, students must go to Miss Bateman on the morning of return. They can “self-certify” their absence in certain conditions (see below) OR authorise their absence to include a letter from a parent or responsible adult.

Students are allowed a maximum of 3 episodes of self-certified absence per term (each episode for self-certification must be no longer than 3 days), or 10 days of self-certified absence per school year after which they must bring supporting evidence such as a letter from parents or a doctor’s note.

If they know that they are going to be absent

Notify Miss Bateman before the absence takes place. For this absence to be authorised, evidence of the absence must be produced **ONLY BEFORE THE EVENT** (see Appendix 1: Examples of Authorised and Unauthorised absence with examples of the type of evidence required to support an authorised absence).

Failure to adhere to the attendance policy will result in the following consequences:

1. Initial letter to parents and form tutor involvement expressing concern.
2. Sixth Form Leader’s intervention including strict monitoring process with formal warning sent home.

Parents invited into the Sixth Form with consideration of your place in the sixth form

Punctuality and attendance are essential. If students are falling short in these areas then please inform Julie Bateman so that these students can enter the attendance process.

Where students are late to the lesson please ensure that you enter a late mark on the register so that things can be followed up.

After 3 late marks students will need to attend an “Academic Catch Up” session one evening from 3.30-4.30 in order to catch up on work missed through lateness.