



## Punctuality Policy

<b>Applicable to:</b>	✓	Astley Community High School
		Seaton Sluice Middle School
		Whytrig Middle School
<b>Approval body:</b>	Full Governing Body	

### Status:

<b>Statutory policy or document</b>	No
<b>Review frequency</b>	Governing body to determine
<b>Approval by</b>	Governing body to determine

### Publication:

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<b>Agreed to publish on school website</b>	Yes

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Review Date	
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Annually	July 2016 (or earlier if new guidance or legislation issued)



## Astley Community High School

### Punctuality Policy From September 2015

#### Introduction

Why do children need to arrive on time for school?

- To commence learning promptly to ensure all pupils have the opportunity to achieve their best.
- To form good habits around punctuality

This policy aims to provide clear guidelines for staff and parents/carers on the late arrival of pupils to school.

**School commences at 8.50am for all pupils.** Pupils arriving after this time will have to sign in at the main school office and will receive a demerit for lateness.

**Registration** takes place from **8.50am to 9.05am.**

#### Procedures when a child arrives late

Administrative staff will document the time of arrival in the 'late arrivals' book and the pupil will document the reason for lateness. A demerit will be given.

After 9.05am until 9.20am pupils will be marked as late in the register. Pupils arriving after 9.20am are marked as having an unauthorised late. All late arrivals are recorded on the end of year reports.

Administrative staff will collate a record of late children for every class and monitor accordingly. This record will be shared at briefing meetings where necessary and a letter to parents/carers will be sent out on the same day. **A detention on the same evening will be given for the number of minutes the student was late in the morning. Parents will be contacted to confirm this.**

After 5 late arrivals parents/carers will be invited to a meeting to discuss the late arrival of their child with the Student Progress Leader (Appendix A).

The situation will be monitored closely, and if timekeeping is not seen to improve the Assistant Headteacher will contact parents/carers to arrange a meeting to discuss the situation (Appendix B).

Following late arrivals of 10 or more the Education Welfare Officer (EWO) will be contacted by school and will receive a referral from school outlining concerns. The EWO will then contact families to follow up concerns and outline actions to be undertaken.

Appendix A

Date:

Child's Name..... Class .....

Dear parent/carer

..... has been late for school ..... times during the period.....

I am sure you can appreciate the effect this number of late attendances is having on your child's education and therefore I would like to arrange a meeting with you on

..... at .....

to further discuss school's concerns and support we may be able to offer.

If you are unable to attend this meeting please contact the school office to arrange another appointment.

I look forward to meeting with you.

Yours sincerely

Student Progress Leader

Appendix B

Date:

Child's Name..... Class.....

Dear parent/carer

..... has been late for school ..... times during the period.....

Having already discussed this matter with you, you are aware of the effect this number of late attendances is having on your child's education and therefore I would like to arrange a meeting with you on

..... at .....

Should this matter not improve, a referral to the Education Welfare Officer will be made. I would like to discuss my concerns and see if there is any support we may be able to offer.

If you are unable to attend this meeting, please contact me on 0191 2371505 to arrange another appointment.

I look forward to meeting you.

Yours sincerely

Mr G F Scott  
Assistant Head Teacher  
Student Support