



Punctuality Policy

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

Status:

Statutory policy or document	No
Review frequency	Governing body to determine
Approval by	Governing body to determine

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Agreed to publish on school website	Yes

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



Seaton Sluice Middle School

Punctuality Policy From September 2015

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 and collection of children at school.

Introduction

School commences at **8.55am for all children** from Years 5 to Year 8.

Pupils **can enter school from 8.45** as staff are on duty from then and put their belongings in their lockers before going to registration. **Registration takes place from 8.55am to 9.00am. Children arriving after this time will have to register at the main school office.** Children will have to be signed into the late arrivals book, stating the reason for lateness and time of arrival before being taken to class.

Procedures when a child arrives late

Administrative staff will document the time of arrival in the 'late arrivals' book after parent/carer has documented reason for lateness.

After 9.00am until 9.20am children will be marked as late in the register. Children 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 meetings with staff and the Educational Welfare Officer if appropriate.

After 5 late arrivals parents/carers will be contacted to discuss how the situation may improve (Appendix A)

The situation is monitored and if it persists and is not seen to improve the Head of School 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.

Late collection

Due to the age range of Middle School children it is normal for them to make their own way home on an evening at the end of the school day. However there may be some circumstances where it is expected that a child will be collected by a parent/carer, for example in the cases of vulnerable children, for children being collected for an appointment or when a child needs medical attention following an accident in school.

Children waiting to be collected will wait in reception under the supervision of an adult. If a child is not collected within 15 minutes of the expected collection time or in the case of emergencies, the initial point of school contact, parents/carers will be contacted by reception staff.

If a child is not collected within one hour of the expected collection time or in the case of emergencies, the initial point of school contact, the matter will be reported to Children's Services.

If a child is collected late more than five times in a term the matter is a cause for concern and may be referred to Children's Services.

Appendix A

Student:

Dear

Persistent Lateness

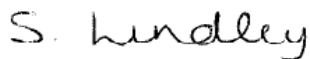
A recent attendance check highlighted that your child is persistently late for school, missing morning registration. Over the period toinclusive they have been late into school on occasions which has amounted to minutes of lost schooling.

If there are any issues you feel school may be able to help you with in regard to arriving here in time for registration, please do not hesitate to contact us.

Unfortunately failure to see an improvement in timekeeping may result in you being required to attend a meeting with myself and the Education Welfare Officer to discuss the issue.

We look forward to your support in this matter and to seeing a marked improvement in your child's timekeeping.

Yours sincerely



S. LINDLEY (Mrs)
Acting Headteacher

To : Mrs Lindley
Re : Punctuality

I received the letter dated showing concern for my child's lateness.
Comments :

Signed _____ Date _____

Name of Student _____ Class _____

Appendix B

Student:

Dear

Persistent Lateness

As you are aware, _____ punctuality has been a matter of concern and unfortunately there seems to have been little improvement.

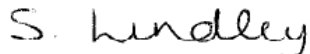
I would therefore ask that you attend a meeting with myself and the Educational Welfare Officer to see how we can support you and your child in improving this figure.

The meeting will be on _____ at _____.

Please contact the school office to confirm attendance on 0191 2370629. If the time is unsuitable, please ring to rearrange.

In the meantime if there are any issues you feel school may be able to help you with in regard to arriving here in time for registration, please do not hesitate to contact us.

Yours sincerely



S. LINDLEY (Mrs)
Acting Headteacher