



## 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
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<b>Approval by</b>	Governing body to determine

**Publication:**

<b>Statutory requirement to publish on school website</b>	No
<b>Agreed to publish on school website</b>	Yes

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Review Date	
Frequency	Next Review Due
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## Whytrig 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 8.50am** for all children from Years 5 to Year 8.

In Years 5 to Year 8, children **line up in the playground and are collected by their class teacher at 8.50am and are taken into school.**

**Registration takes place from 8.55am to 9.05am. 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 by their parent/carer, 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 9.05am 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 briefing/pastoral meetings where necessary and a letter to parents/carers will be sent out on the same day.

After 5 late arrivals parents/carers will be invited to a meeting with the Head of Year to discuss the late arrival of their child (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 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

Date:

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

Dear parent/carer

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

I am sure you can appreciate the affect this number of late attendances is having on your child's  
education and therefore 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

NAME  
Head of Year

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 affect 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 our school reception on (0191) 2371402 to arrange another appointment.

I look forward to meeting you.

Yours sincerely

Mr J K Souter  
Head of School