



Punctuality Policy

Applicable to:	✓	Seaton Valley 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

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Every three years	Summer 2028

Version Control:

Author	Creation Date	Version	Status
Business Manager (BW)	13 September 2018	0.1	Initial draft for SVF based on individual school policies (July 2015)
Changed by	Revision Date		
Business Manager (BW)	29 November 2018	0.2	Updated to incorporate comments from Heads of School
Business Manager (BW)	1 February 2019	1.0	Final approved version for publication
Business Director (BW)	6 July 2022	1.1	Three year review; no changes
Business Director (BW)	27 July 2022	2.0	Final approved version for publication, with updated SSMS start time
Business Director (BW)	20 June 2025	2.1	Three year review; no changes
Business Director (BW)	30 June 2025	3.0	Final approved version for publication
Business Director (BW)	27 January 2026	3.1	Updated procedure for SVHS to reflect current practice; replaced references to ACHS with SVHS

1 Introduction

1.1 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

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

2 When does school start?

2.1 School commences at 8.50am for all pupils.

- WMS children line up in the playground and are collected by their class teacher at 8.50am and taken into school
- SSMS pupils can enter school from 8.50am as staff are on duty, and should put their belongings in their lockers before going to registration

3 Registration

- SVHS registration takes place from 8.50am to 9.05am
- WMS registration takes place from 8.55am to 9.05am
- SSMS registration takes place from 8.55am to 9.00am

4 Procedures when a child arrives late

4.1 All pupils arriving after registration has ended will have to sign in at the main school office. Administrative staff will document the time of arrival in the 'late arrivals' book after the student or parent/carer has documented the reason for lateness. A demerit will be given to SVHS students.

4.2 Pupils arriving after registration has ended but before 9.20am 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.

4.3 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 required, and with the Educational Welfare Officer (EWO) if appropriate, and a letter to parents/carers will be sent out if deemed necessary.

SVHS

4.4 For every occasion a student is late to school or a lesson, without an authorised reason, they will receive a 15 minute after-school detention. All punctuality detentions will take place on the following Monday after school at 3.05pm. Multiple incidents in the same week will result in cumulative detention time (e.g. two lates = 30 minutes, three lates = 45 minutes)

4.5 Parents/carers will be informed of individual instances of lateness via MCAS on the day the lateness occurs. Parents will be informed on Thursday afternoons via MCAS if a punctuality detention has been triggered on the following Monday, as well as the length of time.

- 4.6 Students will be informed via tutor time on a Friday morning if a punctuality detention has been triggered on the following Monday, as well as the length of time. Students are responsible for attending the detention without further reminders.
- 4.7 The number of punctuality detentions accumulated for each student will be monitored in the weekly attendance meeting and further intervention will be applied where necessary.
- 4.8 Lateness may only be authorised with valid evidence, such as a medical appointment letter. No other circumstances will be accepted. Repeated or unsubstantiated explanations will not be accepted.
- 4.9 Failure to attend a punctuality detention will result in a day in the Inclusion Room, and completion of the original detention. Continued non-compliance will be treated as defiance and may lead to further consequences.

WMS/SSMS

- 4.10 After five late arrivals parents/carers will be invited to a meeting to discuss the late arrival of their child with the Student Progress Leader, Head of Year or other appropriate staff member (see template at Appendix A).
- 4.11 The situation will be monitored closely, and if timekeeping is not seen to improve then the Head of School will contact parents/carers to arrange a meeting to discuss the situation (see template at Appendix B).

5 Late collection (WMS/SSMS)

- 5.1 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.
- 5.2 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.
- 5.3 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 may be reported to Children's Services.
- 5.4 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 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 / Head of Year / Assistant Headteacher

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To:

Re: Punctuality

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

Comments :

Signed Date

Child's Name Date

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 the situation 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 xxxxxxxx to arrange another appointment.

I look forward to meeting you.

Yours sincerely

Head of School