

St. Patrick's RCP School LATENESS POLICY

1. Preamble

1.1 Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by **punctual** attendance at school or alternative (Education Act 1986).

1.2 It is incumbent upon parents to ensure that their children attend school punctually.

1.3 It is incumbent upon pupils to be punctual to lessons so as not to hinder or hamper the educational processes of the school.

1.4 High levels of lateness have a direct negative impact upon educational attainment and are thus unacceptable.

1.5 Pupils who have a high regard for punctuality improve their life chances and develop positive attitudes that will benefit them in their adult lives.

2. Policy

2.1 The school is committed to a positive policy of encouraging punctuality among its pupils. In partnership, the school will work with pupils, parents and outside agencies to reduce instances of lateness to school.

2.2 The school is committed to maintaining an efficient system to record carefully instances of late arrival at school.

2.3 Pupils of compulsory school age have their attendance noted twice a day. At these times lateness will be recorded.

2.4 Reasons for lateness will be noted and explored with a pupil in a positive manner designed to reduce and manage the problem.

3. Process

3.1 The **Governing Body** will receive appropriate reports from the Headteacher as the need arises.

3.2 The **Headteacher** will:-

- Publicise the issue of punctuality and give it a high profile/priority in school.
- Set targets for lateness.
- Monitor progress made.
- Ensure that appropriate strategies are in place to combat lateness to school.
- Ensure parents/guardians are notified of unacceptable levels of lateness.
- Liaise with the LEA where appropriate.
- Initiate with appropriate staff strategies to improve punctuality.

3.3 The **SMT** will:-

- Oversee the arrangements for lateness.
- Collaborate with class teachers to reduce poor punctuality.
- Make periodic checks on the lateness statistics..
- Work in partnership with pupils and their carers to manage down instances of unacceptable lateness.

- Work with the Attendance Officer to pursue and possibly prosecute extreme cases of lateness.

3.4 Classroom Teachers will:-

- Mark as late (L) those pupils who arrive after the register has closed at 9.00 am.

Mark as unauthorised lateness (U) anyone arriving more than 30 minutes after the register has closed at 9:00 am

- Explore with pupils the reasons for lateness and possible solutions.

3.5 The Attendance Officer will:-

- Liaise with the officers indicated above.
- Work with pupils and parents to reduce incidents of late arrival at school.

4. PROCEDURES

4.1 Sims will keep a record of all late arrival of pupils.

4.2 Once a pupil has 3 lates recorded in any one half term a letter to the parent (Letter A) will be sent by the classroom teacher and a copy given to the Head teacher for reference.

4.3 The original number of lates is kept as a record and 3 or more letters from the classroom teacher will trigger a parent interview with the Headteacher. This is brought about using Letter B.

The Head teacher now liaises with the Attendance Officer and makes a decision about support/sanctions as appropriate.

LETTER A

Date:

Dear

Ref: _____ **of** _____ **d.o.b.** _____

I write to inform you that _____ has been late to registration on three occasions since _____. Clearly punctuality is an important personal quality and will prevent a dislocation or disruption to _____'s education.

This letter informs you formally of the lateness to school.

Should you wish to discuss this matter then please contact your child's classteacher who will assist you in the matter.

Yours sincerely

Class teacher

To: Class teacher of _____

I acknowledge your letter indicating that my son/daughter has been late three times since _____.

Signed: _____

Dated: _____

LETTER B

Date:

Dear

Ref: _____ **of** _____ **d.o.b.** _____

As you are aware from previous correspondence there have been issues surrounding _____'s punctuality. Despite previous correspondence on three separate occasions there is still the matter of continued lateness to school. Would you please contact the school to arrange a meeting with the Head teacher to discuss the matter.

Yours sincerely

Headteacher

Reviewed November 2018