

ATTENDANCE MATTERS AT WERNETH

Improving your punctuality

Good punctuality to school is essential for all students to achieve their full educational potential.

Lateness causes problems for students when they miss out on vital learning time, social time and important school information notices. You may feel embarrassed and will not be ready to start the day and struggle to focus on your learning.

5 minutes late every day means 16 lessons missed. That's a whole topic of study!

Improving your punctuality now will allow you to form good habits for later life.

If in a school year your child is late everyday	Your child would have lost approximately	Or they would have missed approximately
5 Minutes	3 days from school	16 lessons lost
10 Minutes	5 days from school	32 lessons lost
15 Minutes	8 days from school	48 lessons lost
20 Minutes	11 days from school	63 lessons lost
30 Minutes	16 days from school	95 lessons lost

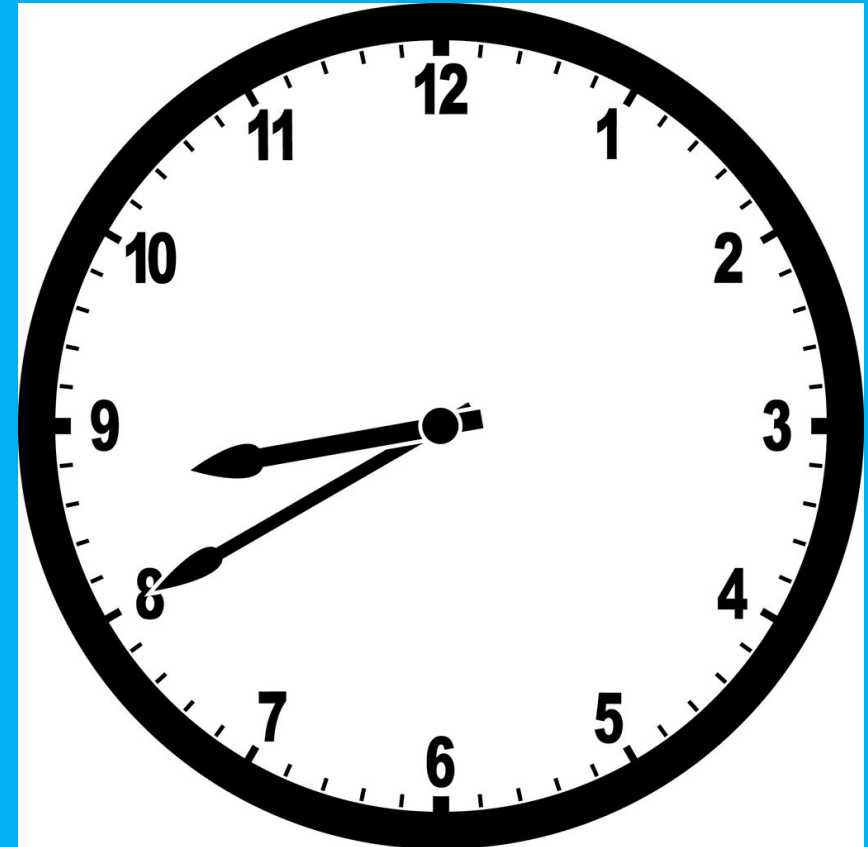
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If a student arrives after 8:45 am they will be marked late(L).

In line with DfE guidelines, registers must close at a particular point of time each morning. Arrival after 9:30am will result in a student being marked U (unauthorised absence).

Only if the lateness is due to a legitimate reason e.g. a medical appointment, can the absence can be authorised. In order to authorise a U the absence must be accompanied by a note or phone call. Unauthorised absences may lead to prosecution.



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In order to encourage and promote good punctuality for all students, the following sanctions will be put in place after half term.

- ❑ Pupils arriving to form after 8:45am will be issued with a late mark on the register and a behaviour log by their Form Tutor.

Two late marks in a week = lunchtime detention issued by their Form Tutor

10 behaviour logs = Seclusion

- ❑ If pupils arrive to school after 9:10am, they will line up outside the main school – Reception area. They will be greeted by the Attendance Team, YIM or On Call and be issued with a **same day break time detention**, a L mark on the register and a behaviour log. They will then be escorted to lesson.

- ❑ The attendance team will issue pupils with a late mark on the register and a behaviour log.

- ❑ If pupils arrive after 9:30am they will be issued with a **same day break detention**, a U mark on the register which is an unauthorised absence and a behaviour log.

10 behaviour logs = Seclusion

- ❑ The Attendance Team will text or call daily all parents or carers of students who arrive after 9:10am. The school will expect an explanation for the lateness or evidence of appointments that cause late arrival at school.
- ❑ Should lates continue or become a cause for concern, parents or carers will be required to attend a meeting at school which could lead to a referral to the local authority for prosecution.
- ❑ A letter outlining this will be sent to parents and carers.

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Here are some suggestions which may help encourage you to be punctual to school.

 **TOP TIPS**
TO IMPROVE YOUR
PUNCTUALITY TO SCHOOL

KNOW YOUR TIMETABLE - MAKE SURE YOU HAVE EVERYTHING READY THE NIGHT BEFORE E.G BOOKS, EQUIPMENT, BAG, HOMEWORK, UNIFORM

GET INTO THE HABIT OF DOING YOUR HOMEWORK IN THE EVENING - AVOID RUSHING AROUND TO COMPLETE IT IN THE MORNING WHICH MAY MAKE YOU LATE FOR SCHOOL

MAKE SURE YOU HAVE A GOOD BEDTIME ROUTINE DURING TERM TIME. SCHOOL IS DEMANDING SO GET PLENTY OF REST AND AVOID STRUGGLING TO GET OUT OF BED IN THE MORNING

INVEST IN A GOOD, RELIABLE ALARM CLOCK OR USE THE ALARM ON YOUR PHONE - MAKE SETTING IT A PART OF YOUR BEDTIME ROUTINE & ENSURE YOU STOP USING YOUR PHONE AT A REASONABLE TIME, SO YOU ARE ABLE TO SWITCH OFF AND GET SOME REST

TRY TO ENSURE YOU HAVE A GOOD BREAKFAST TO SET YOU UP FOR THE DAY - BREAKFAST CLUB OPENS FROM 7:30AM

ALLOW PLENTY OF TIME FOR YOUR JOURNEY

IF YOU ARE FINDING IT DIFFICULT TO GET TO SCHOOL ON TIME, TALK TO YOUR FORM TUTOR AND ASK FOR HELP

