



# Tibshelf Community School

## Punctuality Policy

<b>POLICY STATUS</b>	<b>DATE</b>	<b>CHAIR OF COMMITTEE</b>	<b>MINUTE No</b>
Initial Acceptance by S+C	15/03/2017	Steve Marvin	S+C/03.17-09
Approved by Curriculum	14 Feb 2018	Justin Hawley	C/02-18/11

Review Period: 1 Year



The punctuality policy consists of six sections and identifies key personnel and their roles within the policy. The six sections are:

1. Aims.
2. Promotion of good punctuality.
3. Expectations.
4. Sanctions for poor punctuality to school.
5. Sanctions for poor punctuality to lessons.
6. Monitoring the system.

## **1. AIMS**

Good punctuality to both lessons and to school leads to higher levels of achievement within the classroom by maximising available learning time. The aim of Tibshelf Community School's punctuality policy is to offer parents, students and school staff a set of guidelines that, when adhered to, support and promote both higher personal standards and higher levels of achievement within the classroom and support good behaviour for learning in the classroom.

As GCSE requirements are changing learning time has to be maximised to ensure learning opportunities match the additional requirements and standards.

## **2. PROMOTION OF GOOD PUNCTUALITY**

### **To Parents**

Parents will be informed of the punctuality policy in order to make the school's expectations clear regarding students' time keeping for morning registration and the beginning of lessons. The policy will be communicated as follows:

- The reproduction of this Punctuality Policy on the school website
- Reminders within newsletters of this Punctuality Policy
- A text message to inform parents if their child arrives at school after 8:30am
- A student detention at break and lunchtimes for students late to lessons
- Students late on more than two occasions during the week are placed in a thirty minute SLT detention
- Promoting the importance of punctuality at open evenings and parents evenings
- An annual report including details of punctuality to registration and lessons
- Half-termly letters to parents regarding persistent lateness to school

### **By Form Tutors**

Form Tutors are responsible for communication of this Punctuality Policy to students in their form class. The policy will be communicated as follows:

- By being punctual to form time each day and by taking the register promptly
- By marking students late for form time and informing them they have received a late mark

- At the start of **every academic term**, Form Tutors will deliver a short session on this Punctuality Policy
- By reminding pupils regularly within form periods of the importance of good punctuality to school and to lessons and showing students lateness reports with attendance and behaviour
- By ensuring that this Punctuality Policy is adhered to by themselves and their students

### **By all classroom teachers**

Classroom teachers will communicate this Punctuality Policy by:

- By taking the register promptly each lesson and thanking students for being on time and informing those that are late they have received a late mark

### **By Heads of Year/Pastoral Managers/Staff**

Heads of Year will communicate this Punctuality Policy by:

- Regularly re-enforcing the policy to students via assemblies
- Explaining the policy to new arrivals within the year group
- Emphasising the importance of the policy at meetings with Form Tutors
- Where necessary, reminding parents of the policy
- Supporting the break, lunchtime and after school detention system
- Monitoring persistent lates and ensuring there is appropriate contact with parents/carers and where possible supporting students with genuine needs to be on time to school

## **3. EXPECTATIONS**

### **Punctuality to School**

The following expectations apply to all students:

- School starts at 8.30am and pupils should be in their form room by 8.30am each day. The student is late if he/she arrives after this time. This means students should be in school by 8:25am
- All external gates will be locked promptly at 8:27am
- Students arriving after this line up and have their names taken and are placed in a break or lunchtime detention
- If a student arrives after this time with a genuine reason, he should bring a note from home to this effect
- If arriving between 8:30am and 8:50am, the student should enter the school via the front entrance and have their name taken and then sent to their form group
- If arriving after 8:50am, the student should enter the school via the front entrance and book-in with students services, who will issue a 'late to school' note
- Any pupil arriving after 9:30am is deemed to be late and will be marked as such, thus incurring unauthorised absence

### **Punctuality to Lessons**

The following expectations apply to all students:

- Staff and students are expected to arrive on time for the start of every lesson throughout the day
- A student should ask for a note, if kept late by a member of staff which causes lateness to the following lesson
- A student should have a note from the member of staff if there is a genuine reason for leaving the lesson
- Staff briefings will finish promptly at 8:25am to ensure all staff can get to registration on time
- Middle Leaders and SLT appropriately challenge staff that are persistently late at arriving or starting form time or lessons late
- All staff and students begin moving to lessons three minutes before the end of lunchtime and break to enable students to enter classrooms appropriately and ensure a punctual start to all lessons
- Students arriving to talk to staff at the end of break or lunchtime should be sent to their lessons unless it is a safeguarding issue
- Assemblies should end at 8:48am to allow students to be dismissed and arrive on time
- No students are allowed out of lessons in the first or last ten minutes of a lesson, unless ARC/SEN and it is part of their plan
- Staff should release students from all lessons on time, not before or after the bell

## **4. SANCTIONS FOR POOR PUNCTUALITY TO SCHOOL**

The following sanctions apply to all pupils in the case of lateness to school:

- A break time detention is set for any student who arrives late to form time (8.30am – 8:50am)
- A lunchtime detention is set for any student who arrives after 8:30am on more than one occasions This process will involve a text message to parents and the completion of a 'late to school' note, to monitor punctuality
- Persistent lateness is reported to the Head of Year who will contact parents and decide on the sanction to evoke. This may involve further lunchtime detention, after school detentions, or placing the pupil on a report
- A letter is sent home every half term to the parents/carers of persistent offenders reminding them of the obligations to ensure their child's regular attendance at school under Section 444(1) of the Education Act 1996

### **Text Messages**

Text messages are sent by 10:00am each day to inform parents of absence to school

## **5. SANCTIONS FOR POOR PUNCTUALITY TO LESSONS**

The following sanctions apply to all pupils in the case of lateness to lessons:

- Students late on more than two occasions during the week are placed in a thirty minute SLT detention
- Students late to lesson without a late pass receive a thirty minute lunchtime Faculty detention
- Persistent lateness is reported to the Head of Year/Pastoral Manager who will contact parents and decide on the sanction to evoke. This may involve lunchtime detention, after school detentions, or placing the pupil on a report

## **6. MONITORING THE SYSTEM**

### **Form Tutors**

- Should use the school reporting system to monitor punctuality and ensure the Head of Year or Pastoral Manager are aware of persistent lates and apply appropriate sanctions in line with the policy
- Contact parents/carers to raise concerns and offer support where necessary

### **Class Teachers**

- Ensure they monitor class attendance and punctuality and monitor lateness to lessons of pupils in their form and inform the Pastoral team and impose sanctions as stated in the policy

### **Teaching Assistants and Support Staff**

- Arrive on time to lessons to ensure a prompt start for all students
- In cases where students arrive late as part of a strategy (ARC/SEN) staff are clearly informed

### **Heads of Year/Pastoral Managers**

- Ensure phone calls home are made by the appropriate person, (Form Tutor, Pastoral Manager, Head of Year), to ensure attendance at the SLT detention and raise concerns after two late marks to lessons or school in a week
- Will monitor the punctuality to school and to lessons of individual students causing concern

### **Pastoral Managers/Attendance Officer**

- To work collaboratively to ensure the attendance policy is implemented
- To provide monthly Attendance data on punctuality to school
- To organise attendance panel meetings for students at risk of poor punctuality and attendance
- To ensure that appropriate action is taken by the EWO regarding poor punctuality and attendance to school
- To be responsible for the overall punctuality policy ensuring that it remains up to date and relevant

## **SLT/Heads of Year and Pastoral Managers – Monitoring and Evaluation**

- To review punctuality and behaviour data on a monthly basis
- To recommend changes to the punctuality/behaviour policy as necessary
- To monitor those students not in lessons and escort any student back to their lesson if appropriate and inform the teacher that they are late to the lesson without reason