

CATOR PARK SCHOOL

LATENESS POLICY

Revised July 2008

LATENESS POLICY

The school recognises its responsibility to encourage and expect punctuality from all students. This includes arrival at registrations, lessons and other appointments made with staff on time. A student arriving late may disrupt not only her own continuity of learning but also that of others.

All students and parent/carers will be clearly informed of expectations regarding punctuality and teaching staff will endeavour to set a good example in their own time-keeping.

PARENT/CARERS:

Parent/carers have a duty to ensure that their daughter leaves home with enough time to arrive at school punctually. If parent/carers know in advance that their daughter will be arriving at school late, they should provide her with a note of explanation.

STUDENTS:

Students are late if they are not in their tutor rooms by 8.30 a.m.

Students who know they will be arriving at school late should, where possible, bring a note from their parent/carers containing an explanation.

A girl arriving after 8.45 a.m. should report to the Student Reception, where she will be entered onto the late list, giving a reason for the lateness and noting the time of arrival.

If a girl is late to school three times in a week, or has a pattern of lateness, she will be given a late detention by her Year Leader. This will be served on Tuesday from 3.30pm – 4.30pm. Failing to attend this detention on two occasions will result in a C4 (period in the Isolation Unit).

If punctuality does not improve, further action will be taken. This may include being placed on punctuality report, parental involvement, EWO involvement, referral to Key Stage Directors.

If a student has difficulty arriving at school on time due to unavoidable home circumstances, she should discuss the problem with her tutor or Year Leader who will seek help.

TUTORS:

- will mark a student absent without authorisation if she has not arrived in the tutor room when the register is taken.
- will query any late arrivals with students, asking for a reason. If there is a problem, tutors will inform Year Leader.
- should keep a check on lateness and liaise with Year Leader. The office will send out computer generated letters on Friday's for 3 lates in a week or a pattern of lateness. A list of girls placed in detention should be sent to Year Leader by the office.
- should be aware of any girl who appears to "slip through the net".

RECEPTIONIST:

- will supervise the signing in of girls arriving after 8.45 a.m.;
- will ensure that the girl signs in the Late List, giving a reason and the time of arrival.

SUBJECT TEACHERS:

- will record the late arrival of students in their subject registers;
- will ask to see Contact Books to see if there is a message to explain the late arrival.
- will enter the number of minutes late on the electronic register
- should ensure that those arriving late make up the time and copy up missed work.
- C3 detentions set in cases of truancy.

YEAR LEADERS:

- will supervise students in Late Detention on Tuesdays;
- will monitor attendance at Late Detention and set a C3 SLT detention if detention missed on two occasions;
- will monitor attendance at SLT detention and set a C4 if detention is missed;
- will follow up the persistent lateness problems of any students, taking appropriate action e.g. formal meeting with student to discuss reasons for lateness, followed by punishment or liaison with parent/carers (if it seems to be the result of home circumstances) as appropriate;

- will inform EWO of students who are frequently late, giving any known reasons.

ATTENDANCE OFFICER

- will send out letters as directed by Deputy Head Teacher – Student Development.

EWO:

- will follow up serious cases of frequent lateness, where school procedures have proved ineffectual.

DEPUTY HEAD TEACHER - STUDENT DEVELOPMENT

Directors of Key Stage 3 + 14-19 Education will oversee the implementation of the lateness policy.

- will monitor lateness weekly and will liaise with Head of Year.

HEADTEACHER:

- will monitor lateness.

GOVERNORS:

- will monitor lateness.

(Revised July 2008)

Letter P1

Date:

Dear

Re:

I am becoming increasingly concerned at _____'s level of punctuality to school this term. She has been late to school on _____ days in the past three weeks.

This is a very poor record and, should it continue, will adversely affect future references for employment or further education.

I shall continue to monitor the situation closely over the next two weeks and I hope to see an improvement.

Please could you talk to _____ about her punctuality.

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely,

YEAR LEADER

Letter P2

Date:

Dear

Re:

I write again concerning _____'s punctuality to school this term.

Since I wrote to you there has been no improvement.

Please could you contact me urgently to arrange an appointment in school to discuss how we can improve her punctuality. Your support is essential if we are to succeed.

I look forward to hearing from you in the next few days.

Yours sincerely,

YEAR LEADER

Letter P3

Date:

Dear

Re:

I write concerning _____ and her poor punctuality to school.

Despite notifying you of our concern, I notice that there has been no improvement. _____ is repeatedly late to school and has an appalling punctuality record.

I would like to discuss the reasons for her lateness to school with you. Please could you contact me urgently so that we can make an appointment within school.

I shall monitor your daughter's punctuality closely over the next two weeks.

If I do not see an improvement during this time I shall refer her to the Education Welfare Officer.

Yours sincerely,

YEAR LEADER