



St John Henry Newman
Catholic School

PUNCTUALITY TO SCHOOL POLICY

Responsible for policy	Sarah Scanlon
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Cardinal Newman – Punctuality to School Policy

Introduction

- Cardinal Newman School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.
- The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- The school has established an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to punctuality.
- To meet these objectives Cardinal Newman School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Key Principles

- We believe a positive attendance and punctuality culture is more likely to be achieved when all partners co- operate with each other.

[OBJ]

Punctuality and Lateness

- Students should be on school site by 8.30am
- Registration time in the morning starts at 8.40am and students must be in their tutor rooms by this time
- The school gates are locked promptly at 8.40am.
- The morning register will close at 9.10am, students arriving via Student reception between 8.40 & 8:50 will be recorded as late, given an L1 and attend a same day break DT for 10 minutes.
- Any students arriving between 8.50am and 9am will be recorded as late, given an L2 and attend a same day break DT for 20 minutes.

- Any student who arrives after 9am, will receive an L3 mark and will be issued with a lunch DT for 30 mins. Student reception will also call home to inform parents of their child's lateness to school.
- Students arriving into school after 10.00am will be issued a U code which is 'late after registration' mark. This is equivalent to an unauthorised absence for the session.

Punctuality process



Persistent lateness to school

Cardinal Newman School takes lateness to school very seriously, therefore if a student is persistently late to school then the following support will take place:

Scenario	Action by school
Student is late to school more than two times in one week	<ul style="list-style-type: none">• Tutor contacts parents to inform of the punctuality issue• Student to go onto tutor punctuality report for two weeks
No improvement – if a student receives 2 or more lates to school in a week after being on tutor report for two weeks, then the student is upscaled to a Head of Year punctuality report	<ul style="list-style-type: none">• Head of Year contacts home to inform parents• Follow up letter sent home to parents• Student to go onto Head of Year punctuality report for two weeks
No improvement	<ul style="list-style-type: none">• Parental meeting with Head of Year and Punctuality to school lead (SSN)
No improvement	<ul style="list-style-type: none">• Parental meeting with Head and Governor

Contacts for further information

- SLT link: Sarah Scanlon (Assistant Head of Personal Development – sarah.scanlon@hccmac.co.uk)
- Child's tutor
- Head of Year