



A Staged Approach to Supporting Punctuality

September 2018



Students who arrive late Phase 1

- Any student who arrives late between 8.30am –9.00am must sign in at the Late Desk which is manned daily by the Attendance Officer and the Heads of Year on a rota basis. The desk is situated by the entrance to the upper canteen
- Student's names are placed on a list with time of arrival and the reason for the late
- Every student is given a late slip which allows them entry into class and evidences to the teacher that they have signed in at the Late Desk and have been given a late sanction.
- Lates list is passed to JLR who records the late sanction which students must sit during first break on the same day.
- The Attendance Officer also enters a Late mark onto sims registers along with time of arrival in school
- Students who do not attend the break detention will automatically receive a further sanction
- Students who arrive after 9.00am or at any other time throughout the day must sign in via the Attendance Office

P1 Letter to Parent/Carer Phase 2

- If punctuality concerns persist HOY arranges for P1 Letter to be sent which alerts Parent/Carer of concerns. This would normally be sent after student has incurred **5** lates.
- Letter includes information regarding legal implications ie Fixed Penalty Notice process
- Student is placed on Punctuality Report to Form Tutor or Head of Year

P2 Letter to Parent/Carer Phase 3

- If punctuality does not improve P2 Letter is sent by the AP overseeing the Year Group. This would normally be sent once **15** lates have been incurred by student.
- AP offers to meet with parent/carers and student to discuss concerns and identify barriers as well as any further needs.
- A CAF is considered and a plan of support is agreed and implemented and punctuality targets are set and monitored by AP.
- AP must ensure minutes are taken of any meetings held as these will be required as evidence should case be referred on for legal consideration.

P3 Letter to Parent/Carer and referral to EWS Phase 4

- If punctuality does not improve AP overseeing Year Group refers case to Attendance Officer and parents/carers are invited in for the next available Fast Track/Attendance Panel meeting. This is the beginning of a legal process.
- Targets are set which are monitored by the Attendance Officer and weekly feedback is provided to parents/carers where a student is failing to reach targets agreed and set. The Attendance Officer records all communication/correspondence which may go on to be used as evidence in Court should the case proceed to legal action.
- If Punctuality does not improve and/or targets are not met the Attendance Officer proceeds with a referral to Local Authority Education Welfare Service for legal consideration
- Attendance Officer completes referral to EWS

'failure to ensure regular and punctual School attendance may result in the issue of a penalty notice and/ or prosecution under Section 444 of the Education Act 1996'