

PUNCTUALITY POLICY (Non - Statutory)



Rationale

As good time keeping is a key employability and life skill we need to ensure our students understand its importance and encourage them to value this. There needs to be a clear process in the management and monitoring of punctuality to enable staff and students to understand their role in this process.

Procedure:

Stage 1

- A student is late on one occasion and is issued with an instant 30 minute detention that evening.
- Any Y11 who receives 10 Lates in one academic year will not be allowed to attend the Y11 Prom Ball in June.

Stage 2

- A student has 2 Lates in one week and receives a 1 hour detention. Tutor discusses the issues with the student and a phone call home is made to inform parents/carers.
- Student is placed on a Tutor Punctuality Monitoring Report for a 2 week period.

Stage 3

- A student has 3 Lates in one week or receives one Late whilst on Tutor Punctuality Report and receives a 2 hour detention. The PM contacts home to discuss the situation with parents/carers and invites them in for a meeting within 5 working days to discuss strategies to improve the situation. A strategy is agreed with parents/carers, the student and the PM which will include the setting of deadlines and targets for improvement.
- The student is placed on a PM Punctuality Monitoring Report for a 2 week period.

Stage 4

- A student has more than 3 Lates in one week or receives one Late whilst on PM Punctuality Report and receives a day in Isolation 1 as a sanction. Parents/carers are invited in to a meeting with the HoH where the agreed strategy is reviewed and revised to take on board any issues that may have arisen before being agreed by all relevant parties.
- The student is placed on a HoH Punctuality Monitoring Report for a 2 week period.

Stage 5

- A student receives one Late whilst on HoH Punctuality Report and receives a further day in Isolation 1 as a sanction. Parents/carers are invited in to a meeting with the SLT House Link and the HoH where the agreed strategy is reviewed and revised to take on board any issues that may have arisen before being agreed by all relevant parties.
- The student is placed on an SLT House Link Punctuality Monitoring Report for a 2 week period.

Stage 6

- Student's punctuality continues to be monitored by their PM/HoH. If it becomes a problem again parents/carers are invited in to a meeting with the Assistant Vice Principal Standards and HoH where the options for the student's future are considered and actions agreed.