



Standard Operating Procedure

Focus: Punctuality

Aims:

- To identify students arriving late for school
- To provide a 'same day' response to poor punctuality
- To collect and analyse data in order to identify factors affecting punctuality
- To respond effectively to overcome barriers affecting punctuality
- To raise awareness of Parental Responsibility with regard to punctuality
- To obtain an overview of individual student's routines on which to base conversations/meeting with parent/carers
- To further reduce numbers of students arriving late for school

Procedures:

- Student Entrance is locked at 8.35am. Students arriving after this time will be lined up outside and their entrance into school managed by Attendance Staff supported by SLMT
- Students will be deemed 'Late' from 8.40am
- Students arriving to school from 8.40am will be required to register their 'Rad Number'
- Students arriving to school from 8.45am must sign in and will be issued with a 'Late for School' card (red card)
These students must then attend a 'Punctuality Data Session' in room 1B08 at the during Break to complete a 'Punctuality Data' Form giving a full written explanation for arriving late (Managed by Attendance Staff)
- A text message will be sent to parent/carers of students arriving from 8.40am (SHE)
- The Student Receptionist will continue to issue Late for School cards from 9.10am ensuring Attendance Staff are informed of any additions
- Punctuality Data will be collated daily (TRO) and analysed regularly (TRO/CHA) forming the basis for additional, targeted intervention including Attendance Report Card, Home Visit, Parent/Carer meeting etc.
- A Punctuality Panel Meeting will be arranged with parent/carers of students accumulating 10 late marks per half term in order to identify any area requiring support (WEJ/CHA/YM)
- Punctuality data will be distributed to key staff daily (TRO)
- Punctuality data will be presented to key staff and SLMT each week (CHA)

- **Failure to attend Punctuality Data Session will result in a 30 minute Punctuality Detention held each Thursday by Attendance Staff in room 1B08**
- **Failure to attend Punctuality Detention will result in Headteacher Detention**
- **Arriving late for school on two occasions in one week will prompt contact with parent/carers (TRO)**
- **Persistent Punctuality concerns will be referred to CHA for Penalty Notice investigation**
- **Students arriving late to lesson without a Late for School Card should be challenged and referred to YM to establish 'internal' reason for lateness if necessary**