



PUNCTUALITY

The following will be recognized as good practice:

1. Teachers should always endeavour to be in their teaching room or adjacent corridor area by the time the lesson is due to start. It is particularly important each subject area has arrangements for supervision of corridors, entrances and stairs at the change of lesson.
2. Provided the teacher is present, there should be no need for pupils to line up in the corridor until all are present. It would be reasonable for teachers to line up pupils briefly as a means of controlling entry to the room **but** the aim must be for pupils to enter the room immediately they arrive and start work.
3. Lessons should start promptly. Teachers **MUST NOT** wait for late arriving pupils: this just delays the lesson for everyone else.
4. The teacher should **not** stop the lesson to remonstrate with pupils who arrive late. They should be asked to take their place quickly and get on with the work. The teacher should take note of the time they arrived and ask for an explanation at an appropriate point in the lesson or after it, so as not to distract other pupils from their work.
5. SIMs should **ALWAYS** be used to record lateness; this need not be done at the start of the lesson but must be done before the lesson ends. When is a pupil late? This may depend on where they have travelled from or on occasion the lesson they have left. Lateness is therefore a judgement call of the teacher. However arrival 5 minutes after the start of the lesson should always be marked as late (L). Staff are encouraged to use a "countdown" mechanism to show lateness in a visual way.
6. In exceptional circumstances, when a whole class is delayed for some unavoidable reason, lateness should be defined as arrival after the majority of the class has arrived. Teachers may choose to keep a paper record of pupils' lateness in their planners. Where **individual pupils** are delayed at the request of a teacher, a written note must be provided. All staff must ensure that pupils have a note if they are being sent to their lesson late.
7. Lateness should always result in **action** by the class teacher in the first instance. This may take one of the following forms:
 - For occasional lateness, a verbal comment will be sufficient.
 - Persistent lateness, or for a single episode of unacceptable lateness, the class teacher should detain the pupil for a period of at least twice that of the time missed. This detention could be at breaktime or lunchtime.
 - If after three such punishments for lateness by the class teacher, the pupil continues to be late, the matter should be referred to the pupil's tutor. The tutor will then check the data to see if lateness is a problem in a number of lessons and take appropriate action. The tutor should also inform the parents of the problem.
 - If lateness to lessons is subject specific the subject teacher and TiC should agree appropriate strategies.
 - Year co-ordinators should also monitor punctuality.

8. To improve punctuality:
- Parents will be informed of the punctuality policy which makes the school's expectations explicit with regard to pupil's time keeping (Planner, Prospectus and Half Termly Headteacher's letter).
 - Field and Dining Hall are cleared at 11.10am and 1.50pm.
 - For the first 10 minutes of lesson 3, 4 & 5, main corridors are 'swept and checked' by Learning Mentors and members of the Leadership Team. Their roll is to support subject areas in getting pupils into lessons.
 - The rota for SLG will be included in the whole school duty rota. In addition to this, punctuality will be the focus of High Impact Days.
 - Toilets are checked and locked. Pupils will not be allowed to visit the toilet after morning registration, break and lunchtime. In an emergency, pupils must have a note in the planners. Please see Section 3.16 in the Staff Handbook Re: Pupils out of lessons.
 - Stage 1: The Attendance Officer (Wi) will publish punctuality records on a regular basis for Year Teams to follow up:
 - Detentions
 - Letter home
 - Parent/carer meeting
 - Stage 2: When these efforts have been exhausted the pupil's names should be referred to the Line Manager of the relevant Year Group who will arrange:
 - Extended detentions
 - INSET Day detentions
 - Further meetings with parent/carer
 - Stage 3: Saturday detentions (these may be linked to Saturday detentions, held fortnightly or monthly, for truancy).