

Harlow Green
Community Primary
School

Punctuality Policy

September 2016

Policy Statement

Good punctuality to both lesson and to school leads to higher levels of achievement within the classroom.

We recognise that parents/carers play a vital role, and have a legal responsibility to ensure good punctuality and we aim to identify, investigate and work in partnership with parents/carers, children and other agencies to resolve punctuality problems.

Aims

The aim of Harlow Green Community Primary school's punctuality policy is to offer parents/carers, pupils and school staff a set of guidelines that, when adhered to, support and promote both higher personal standards and higher levels of achievement within the classroom.

The school believes that all pupils should arrive on time at school.

This is to ensure that pupils:

- Gain full benefit of their education
- Avoid disrupting the learning of others
- Avoid embarrassment for the child

Avoid missing vital information shared by the teacher

Key Points

- Pupils are to be on school site by 8.45am each morning
- Class teachers will take the register as a first priority
- Class teacher record lateness in their register or by the parent in the late register book in reception
- Any pupil arriving after 9.20am will be marked with a “u” code which is unauthorised absence
- Persistent lateness will lead to a meeting with the Headteacher and a possible referral to the Local Authority for formal intervention

Responsibilities by

Parents/Carers

- Are to ensure that their child is appropriately prepared and organised for each school day
- If arriving after the school gates close, to bring their child into the reception entrance and sign the late register book
- To provide a note of explanation and/or inform the staff of any lateness for their child

Office staff/Family Support worker

- Ensure that there is a late register book in the reception every morning
- Family Support Worker to monitor the late arrivals
- Children with medical appointments and subsequently come to school after 9.20am will have their absence recorded as a medical absence
- Children arriving after 9.20am will be marked as an unauthorised absence

- The Family Support worker will send letters to parents regarding persistent lateness and a copy of the registration certificate
- To prepare punctuality data and reports for Senior Leadership Team and governors

Teachers

- Are required to mark the register accurately every morning
- If a pupil is not in registration mark the register with a “0”. If a child arrives late, change the mark on the register to an “L”
- Are required to highlight any patterns of poor punctuality to the Family Support Worker
- Are encouraged to discuss poor punctuality with a pupil or make contact with their parent/carer

Rewards

- Teachers, Family support Worker and Headteacher is to praise good or improving punctuality
- All children with improved punctuality will be recognised