

## Punctuality Procedures – September 2016

**As set out in The Sarah Bonnell Way all students are expected to arrive to school on time.**

Our Motto	Attitude to Learning	Minimum Expectation
Aim High	<ul style="list-style-type: none"> <li>• Every achievement starts with a decision to try.</li> <li>• If you can dream it, you can do it.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Attend school every day, on time</b> and with all equipment including school planner.</li> <li>• Be in the right place at the right time ready for learning.</li> <li>• Make the most of all opportunities.</li> </ul>

### Consequences of being late:

Lates in a Week	Consequence
1	20 minutes at lunchtime to complete the punctuality record + text sent home.
2	A second 20 minutes at lunchtime to complete the punctuality record + phone call home + B.P
3	A third 20 minutes at lunchtime to complete the punctuality record + phone call home + 1 week punctuality report (tutor).

Lates in a half term.	Consequence
6 +	Meeting with parents + two week punctuality report (year team). Punctuality letter issued.
On-going punctuality issues.	Penalty Notice Warning Issued + punctuality report.
On-going punctuality issues.	Penalty notice issued.

If a detention is missed the escalation is as follows

- Missed 20 mins = 40 mins
- Missed 40 mins = 1 hour
- Missed 1 hour = 1 hour Headteacher's Detention
- Missed 1 hour Headteacher's Detention = 2 hour Headteacher's Detention
- Missed 2 hour Headteacher's Detention = AEF

Responsibilities in relation to punctuality:

Student	<ul style="list-style-type: none"> <li>• To ensure you arrive to school by 08.25 every day.</li> <li>• To be in tutor time/ lesson by the time the bell sounds.</li> </ul> <p><b>If late to school:</b></p> <ul style="list-style-type: none"> <li>• To check into detention, in H10, straight after Period 4 lesson.</li> <li>• To complete the punctuality record.</li> <li>• To eat at break time if you have a lunchtime detention as No excuses will be accepted for turning up late to the detention.</li> <li>• To understand your consequence for being late will increase if you fail to report to H10 on the date you are late.</li> </ul>
Parent/Carer	<ul style="list-style-type: none"> <li>• To ensure your daughter arrives to school by 08.25 each day.</li> </ul>
Attendance Officer	<ul style="list-style-type: none"> <li>• To be at the student gate before 8.25 each day to record, hand out detention slips and speak to students who are late.</li> <li>• To send a text message to parents/carers when their daughter arrives to school late.</li> <li>• To compile the late detention list each day and follow up with Year Leaders for students who fail to attend.</li> <li>• To print punctuality student report and ensure there is enough for each student each day.</li> <li>• To send a student guide to collect students for late detention and bring them to H10</li> </ul>

	<ul style="list-style-type: none"> <li>• To oversee the punctuality &amp; attendance monitoring.</li> <li>• To produce punctuality &amp; attendance reports.</li> </ul>
Year Leader	<ul style="list-style-type: none"> <li>• To be at the student gate before 8.25 each day to record, hand out detention slips and speak to students in their year group who are late.</li> <li>• To lead one late detention, during lunchtime, each week.</li> <li>• To ensure every student completes the Punctuality Record whilst in detention.</li> <li>• To call parents/carers when their daughter is late more than once in a week.</li> <li>• To record the names of students who do not attend the late detention.</li> <li>• To have a conversation with the students who miss the late detention to ensure they attend the following sanction.</li> <li>• To liaise tutors to set up a one-week punctuality report if late more than three times in a week.</li> <li>• To put students on a two-week punctuality report if late more than six times in a half term.</li> <li>• To issue a Headteacher's detention if students are late while on punctuality report.</li> <li>• To put students in AEF, by notifying ZNO, if they are late more than twice whilst on punctuality report.</li> <li>• To issue further one week punctuality report if student goes into AEF.</li> <li>• If student is put in punctuality AEF more than twice, YL to discuss options of a BSP with HFS, external exclusion with PL or referral to attendance panel.</li> <li>• To meet with parents/carers and issue punctuality letter if student has more than 5 lates in a term.</li> </ul>
SLT Year Link	<ul style="list-style-type: none"> <li>• To support Y.L's with targeted intervention for students who are late.</li> <li>• To support Y.L's with late detentions.</li> <li>• To report punctuality concerns and interventions to Headteacher.</li> </ul>
Tutor/Classroom Teacher	<ul style="list-style-type: none"> <li>• To record on SIMS if a student is late to a lesson or tutor time.</li> <li>• To put a suitable consequence in place for a student who is late to your lesson. (Breaktime, lunchtime, or afterschool detention)</li> <li>• To put students on a one-week punctuality report if late more than twice in a half term.</li> </ul>

Late Detentions:

Day	Year Leader	SLT Leadership Day
Monday	Antonia Costas	DCR/JSE
Tuesday	Liz Fraser	CPE/MRD
Wednesday	Jodie Whitfield	RCK/DCR
Thursday	Jade Brown	RAR/RPR
Friday	Theresa Cornwall	FMS/DRS