



Punctuality Policy Statement 2022

Good punctuality to both lessons and to school leads to higher levels of achievement within the classroom. We have a duty to ensure that every pupil in our school understands the importance of punctuality. If a pupil is 5 minutes late 3 times a week, this equates to 10 hours of education missed in a year, 50 hours over a school lifetime.

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 Portobello Primary School's punctuality policy is to offer parents, 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 members of our community should arrive on time at school.

This is to ensure that pupils:

- gain the full benefit of their education
- avoid disrupting the learning of others
- develop good habits which will be expected by employers and others in later life.

Key Points

- Pupils must be on school site before 8.55am each morning
- Any pupil arriving after 8.55am must be brought in through the school office by a parent/carer who will be able to give a reason
- Teachers will record lateness in their electronic register
- Persistent lateness will lead to a parent / carer meeting with the Head Teacher

Summary of Responsibilities and Procedures for Punctuality Parents/Carers

- To ensure that their child is appropriately prepared and organised for each school day
- To ensure that their child leaves the family home in suitable time in order to arrive on school by 8.55am each morning
- To work with the school to improve punctuality
- To provide an explanation for any lateness for their child

Summary of Responsibilities and Procedures for Pupils

- To be on school site by 8.55am each morning
- If arriving late to school, sign in with a parent/carer at the school office.

Summary of Responsibilities and Procedures for Teachers

- Required to mark the register accurately and any lateness is to be recorded
- If a pupil is not in the room, mark the electronic register with "N". If a student arrives late, change the mark on the electronic register from "N" to "L".
- Required to highlight any patterns of poor punctuality to their Key Stage Leader
- Comment on punctuality with parent / carer consultations



Summary of Responsibilities and Procedures for Senior Leadership Team

- Headteacher or School Business Manager (Attendance Officers), to supervise the school entrance from 8.55am to 9.15am to record all late pupils.
- Attendance Officers will send letters to parents of persistent offenders with a copy of pupil lateness report
- To review and discuss punctuality data, procedures and intervention strategies half termly within SLT meeting
- To ensure all electronic registers are accurately taken and pupil punctuality is recorded
- To prepare punctuality data and reports for school governors
- To deliver whole school training on matters relating to punctuality

Chair of Governors