



Archbishop Beck Catholic College

Punctuality Policy

MONITORING PUNCTUALITY

Process for lates to registration

Senior Leadership Team (SLT) will ensure a high profile presence at the front gate and crossing each morning. Progress Managers will monitor corridors and form classes. Form teachers will record lates, including the number of minutes late on SIMS.

Lates Lists

Texts will be sent home daily to all students arriving late to college.

Text and letter home will be managed by Mrs C McDonough in Student Services.

Late lists to be provided for Assistant Progress Managers (APM) each week.

Students who fail to arrive for detention with the APM will be forwarded to the Progress Managers (PM) and Assistant Headteacher (AHT) attached to the year group.

Students with Young Carers status will be excluded from this process. Names will be passed to APM by Student Services.

Ongoing medical appointments will be monitored by Attendance Team and Education Welfare Officer (EWO).

LATES TO COLLEGE

Stage 1 – Weekly

2 lates per week to form period ensures a detention with form teachers 30 minutes.

Text messages will be sent home to parents via Student Services informing parents of the detention.

Students who fail to arrive will be collected by Assistant Progress Managers (APM) for 1 hour detention.

Stage 2 – Monthly

Persistent offenders / detainees. **8 lates per month.**

Letter sent home to parents identifying the number lates in each week / month.

Stage 3 – Monthly

10 lates or above per month.

Parents invited in for a meeting expressing concern that there was no improvement in punctuality with APM

Targets set and monitored.

Stage 4 – Half Termly – Students and parents meeting with DHT key stage, to discuss punctuality. EWO invited to meeting.

Continued lack of improvement.

Parental interview and **contract signed.**

Stage 5 – Termly.

Interview with Assistant Headteacher, Social Inclusion Manager.

Weekly Senior Leadership Team (SLT) detentions (Friday) for the students who have completed more than 2 detentions for that week.

Late arrival to lessons

High profile by SLT on corridors to ensure that students arrive in class on time.

Information re lates to class will be passed on to the relevant head of department for appropriate departmental sanctions.

Staff to give students a late mark and attach the number of lates to class.

Daily detentions to take place for those students who arrive late to 2 or more lessons on that day.