



Archbishop Beck Catholic College

Punctuality Policy

Policy Statement:

Archbishop Beck Catholic College is a Christian community founded in the Catholic tradition. We promote, develop and encourage our students to navigate their way in modern society. This is done through the provision of a safe, secure and supportive learning environment for the young people in our care. The college is a place where the self-worth of each individual is valued, promoted and supported.

The college promotes an atmosphere where high standards of behaviour, respect and academic achievement are valued in our community.

Our vision for all in our community is our motto – “Only the best will do”.

This is true for our vision of punctuality; we want all students to have outstanding punctuality records. Being on time to school each morning and on time to each lesson gives students the best chance of succeeding and helps form good habits for later life. There is a clear link between attendance & punctuality and attainment in school.

Our Expectations:

This policy is underpinned by the following expectations...

All students are expected to arrive punctually for school in the morning and to arrive punctually for each lesson. A register is taken at the start of the day and during the first 10 minutes of each lesson. Students arriving late are recorded as thus on the register, along with how many minutes late they are.

All students must be in school by 8.30am. According to DfE guidelines, registers must be closed after a certain time in the morning. Therefore, if a student arrives after 10am, they cannot receive a late mark but must be marked as absent for the whole morning session. If the lateness is due to a legitimate reason e.g., a medical appointment, the absence can be authorised. Otherwise, the session is marked as an unauthorised absence. A text is sent home to parents informing them of this and the fact that they could be liable for a fixed penalty notice if the child receives 10 or more unauthorised absence sessions. Students who are marked as late will have their punctuality monitored and may receive sanctions in line with the policy as outlined.

If your child is late to school, then they are also missing out on important, valuable time within their form class with their Form Tutor and peers. Morning registration helps get students off to a great start. Our extended form time provides opportunity for students to have a calm and focused start to their day as well as providing them with the opportunity to improve their reading and vocabulary. Assembly time one day per week also provides key messages for all students. Missing any part of this formal start to the day will negatively impact a student’s learning.

Being late to lessons not only impacts the student who is late, but also the other members of the class and the teacher. The start of a lesson contains important recall (consolidation) activities which help address any gaps in learning. There is no excuse for a student to be late to class unless authorised by a member of staff.

The Objectives of the Punctuality Policy are as follows:

1. To provide an effective and efficient system for monitoring punctuality
2. To ensure parents / carers understand their obligations about ensuring excellent punctuality at school for their children
4. To ensure students understand the importance of punctuality both to school and to lessons for them to take full advantage of their educational opportunities
5. To make clear the roles and responsibilities of staff, students, and parents / carers regarding Punctuality.

Monitoring Punctuality

Process for Late to School/Morning Registration:

The following table provides an overview of the process followed when a child records a 'late to school' mark. The process allows for escalation from Form Tutor through to SLT.

Stage	Criteria	Intervention	Staff Involved/Workflow
No stage	Arrive late to school for morning registration	Text to be sent home to inform parents	<ul style="list-style-type: none"> • Student Services Record or • Form Tutor issues late mark
Stage 1:	2 lates to school/morning registration in one week	As above plus 30-minute after-school detention with Form Tutor (rota)	<ul style="list-style-type: none"> • Student Services to compile lists, communicate to APMs & send text home. • APMs to communicate to Form Tutors & monitor student lists. • Form Tutors to carry out detentions on agreed rota
Stage 2:	3 lates to school/morning registration in one week	As above plus 1-hour after-school detention with APM Letter to be sent home	<ul style="list-style-type: none"> • Student Services to compile lists, communicate to APMs & send text and letter home. • APMs to carry out 1-hour detentions on set day
Stage 3:	Persistent/continued late to school/no signs of improvement	As above plus grey/yellow monitoring booklet* and a parental meeting	<ul style="list-style-type: none"> • APMs to issue appropriate monitoring booklet* and parental meeting to discuss punctuality
Stage 4:	Failure to show signs of improvement	As above plus SLT intervention	<ul style="list-style-type: none"> • SLT member to meet with parents to discuss punctuality and sanction

A text will be sent home daily to any parent/guardian for students who arrive late to school. This text will be sent by Student Services and the compiled late list will be emailed to Assistant Progress Managers (APMs)

****Stages 3 and 4 may be combined with the same stages for 'Late to Lessons' if punctuality is a concern across both 'to school' and 'to lesson'. It will be at the discretion of the Progress Manager (PM) and SLT to decide on appropriate intervention at this stage.***

When a student misses a stage 1 detention, APMs should investigate the reason and allow for the detention to move to the following week if a valid excuse is given. If there is no valid excuse for missing the detention, then APMs must make parents aware (via text or phone call), and students will then move straight up to a stage 2 detention.

If a student misses a stage 2 detention, APMs should investigate the reason and allow for the detention to move to the following week if a valid excuse is given. If there is no valid excuse for missing the detention, then APMs must make parents aware (via text or phone call), and students will then move straight up to a stage 3 detention.

Rewards for AM Punctuality

It is vital to ensure we not only have a process for sanctioning poor punctuality but also a clear rewards policy for excellent or improving punctuality as well.

The following rewards will be issued for students with 100% punctuality or an improved punctuality record to morning registration/form period.

Criteria	Reward	Staff
100 % AM Punctuality for current Half-Term	Entered in to prize draw for Free Breakfast Sandwich and 1-week Skip the Queue Pass**	APMs to run Arbor report and distribute in Assembly
100 % AM Punctuality for Academic Year	As Above plus Certificate & £10 Reward Voucher	APMs to collate and distribute in End of Year Rewards Assembly
Most Improved AM Punctuality Record	Free Breakfast Sandwich and 2-day Skip the Queue Pass**	APMs to decide and distribute in End of Year Rewards Assembly

** Skip the Queue Passes may be distributed over a two-week period to avoid congestion – APM to decide after consultation with other APMs and Catering Staff

Process for Late to Lesson:

The following table provides an overview of the escalation process followed when a child records a 'late to lesson' mark.

Stage	Criteria	Intervention	Staff Involved/Workflow
Stage 1:	2 or more lates to class in 1 day	Text sent home to parents via Arbor. 15-minute lunch time detention next day	<ul style="list-style-type: none"> Admin to run report and email out to PM/APM/SLT/SS APMs & SLT to be notified. Sarah S & Duty Staff to collect students. Detention Duty staff to take in hall
Stage 2:	More than 1 instance of Stage 1 per week (or a day with 4 lates or more recorded)	Stage 1 interventions to be completed plus a 30-minute detention on Friday after school	<ul style="list-style-type: none"> Same as above SLT 30-minute detention each Friday
Stage 3:	Persistent/Continued punctuality issues or significant number of minutes late	Stage 1 & 2 interventions to be completed plus 1 hour after school detention and parental meeting	<ul style="list-style-type: none"> Same as above APMs to conduct parental meeting, put on grey/yellow monitoring booklet*. SLT 60-minute detention after school
Stage 4:	Failure to improve punctuality record/miss 60-minute detention	As above plus SLT intervention	<ul style="list-style-type: none"> SLT member to meet with parents to discuss punctuality and sanction

Parents/carers will be notified if their child records 2 or more lates on 2 or more occasions per week. APMs will monitor punctuality and contact those at stage 3.

****Stages 3 and 4 may be combined with the same stages for 'Late to Lessons' if punctuality is a concern across both 'to school' and 'to lesson'. It will be at the discretion of the Progress Manager (PM) and SLT to decide on appropriate intervention at this stage.***

When a student misses a stage 1 detention (without a valid reason), they are automatically picked up to carry out the detention at the next available opportunity and kept for longer than 15-minutes.

If a student misses a stage 2 detention (without a valid reason), then escalation to the stage 3 process will occur and parental contact will be made by the APM.

If a student misses the 60-minute stage 3 detention, then parental contact will be made by a member of the SLT, and an additional detention will be issued.

Rewards for Lesson Punctuality

The following rewards will be issued for students with 100% punctuality or an improved punctuality record to morning registration/form period.

Criteria	Reward	Staff
100 % Punctuality to Lessons for current Term	Entered in to prize draw for Free Breakfast Sandwich and 1-week Skip the Queue Pass**	APMs to run Arbor report and distribute in Assembly
100 % Punctuality to Lessons for Academic Year	As Above plus Certificate & £10 Reward Voucher	APMs to collate and distribute in End of Year Rewards Assembly
Most Improved Punctuality to Lessons Record	Free Breakfast Sandwich and 2-day Skip the Queue Pass**	APMs to decide and distribute in End of Year Rewards Assembly

** Skip the Queue Passes may be distributed over a two-week period to avoid congestion – APM to decide after consultation with other APMs and Catering Staff

Punctuality Support

Support for Students

All students will receive an assembly to explain the punctuality policy/process so that they are aware of the expectations the college has. This assembly will be consolidated each year during their time in Archbishop Beck to provide reminders and updates.

Students will receive sanctions and rewards as set-out on the previous pages.

Those students with persistent poor punctuality, as well as being issued the sanctions set-out on previous pages, may also receive intervention from our Learning Mentors and Family Support Worker.

Support for Parents

Parents of students who have punctuality concerns will have a meeting with the APM or a member of SLT as indicated in the process outlines on previous pages. These meetings will always look at strategies to help parents and students as well as signposting to helpful resources on our college website such as the Children's Commissioner website, NHS website, Gingerbread, BBC Bitesize and Young Minds.

Support for Staff

Form Tutors will receive regular updates from the APM regarding punctuality issues (this may be via email or through the weekly pastoral briefings)

Whole-school messages regarding punctuality will be delivered during morning briefing or after school meetings as appropriate.

APMs will receive regular updates from SLT in a fortnightly meeting (see below) as well as periodic training sessions throughout the year.

Fortnightly Punctuality Meetings

A brief meeting will take place every two weeks between the APM and a member of SLT to discuss the punctuality concerns within a particular cohort. This will involve looking at the statistics through Arbor to identify students of concern and areas of improvement and any patterns that require further investigation. It will also provide oversight for the SLT and an opportunity for the APM to discuss any issues moving forward.