

## **Pupil-Punctuality Policy**

### **1 Introduction**

- 1.1 We believe that every child needs to be given the best opportunity to achieve at school. We believe that punctuality is a necessary pre-requisite to this.
- 1.2 If a child is often late to school it has a deleterious effect on that child's personality development, academic progress and levels of concentration and motivation.
- 1.3 We believe it is our duty to do all we can to enforce punctuality and encourage parents to consider the effects of regular lateness on their children.

### **2 Aims and Objectives**

- 2.1 Al-Noor aims to raise and maintain high levels of pupil-punctuality to school.
- 2.2 Al-Noor aims to raise awareness with parents of the ill-effects of regular pupil-lateness on an individual child and the whole school community.

### **3 The Lateness Procedure**

- 3.1 Our external door which is located at the side of the school is opened and monitored by the caretaker between 7.45am and 8.00am each day.
- 3.2 Children, accompanied by their parents, are left in the school playground. Children should by no means be unescorted into school.
- 3.3 At 8.00am children are let into school.
- 3.4 Children arriving after 8.10am are considered late and those arriving after 8.30am are marked as an unauthorised absence.
- 3.5 Please see the pupil attendance policy for further details on the actions the school takes to encourage good attendance. The same measures are taken to promote punctuality,
- 3.6 If a child has a medical/dental appointment during school hours a note informing the school of this pre-arranged absence is required at least a day in advance. Pupils are expected to return to school as soon as possible after such appointments and avoid any absence as much as possible.
- 3.7 Families that are experiencing regular difficulties that prevent them from reaching school on time are required to make an appointment with the headteacher to discuss the problem.
- 3.12 Parents whose children are brought to school by other individuals will be considered responsible in the event of regular impunctuality.

## **4 Role of Parents**

- 4.1 At Al-Noor we understand that unavoidable situations do occasionally arise which can cause people to be late. We have put measures in place, in order to accommodate such instances. Parents that face difficult and unavoidable circumstances are requested to see the headteacher to request discretion.
- 4.2 We acknowledge that when the lock out policy is being enforced most parents/guardians behave in a reasonable and respectful manner towards the members of staff enforcing the policy.
- 4.3 Rudeness and aggression towards members of staff will not be tolerated by the school in anyway and will be taken very seriously. All parents sign a home-school agreement when enrolling their child at the school and agree to ensure the following:
- *“That my child goes to school regularly, on time and properly equipped.”*
  - *“I will communicate with staff in a courteous and reasonable manner.”*

## **5 Role of Staff**

- 5.1 It is the role of all staff members to model punctuality and good attendance.
- 5.2 Class teaching assistants take the school attendance register twice a day, in the morning and in the afternoon. Lateness is noted onto the register by the class teaching assistant before 8.30am, after 8.30am school office staff make the entry.
- 5.3 It is the responsibility of the school's pupil Attendance Office, N.Afzal, to flag persistent lateness and take action as set out in this policy. Discussion on cases of persistent pupil lateness will take place with school senior leaders and class staff when making decisions about appropriate actions. Decisions to inform the local authority are discussed with the headteacher.

## **6 Role of Local Authority**

- 6.1 If a child is persistently late the school such that their attendance drops below 90% the school may ask the Local Authority to administer a penalty notice to the parent or guardian. A maximum of seven late attendances during any one half term could result in this. Note that the need for a second penalty notice could result in an investigation by the borough's Education and Welfare dept and could lead to a parenting order or prosecution.
- 6.2 If a child is persistently late and has been late seven times during a half term without explanation or valid reason, then N.Afzal will discuss the matter with the headteacher. On direction, N.Afzal will report the matter to the local authority's education welfare department.

## **7 Monitoring and Review**

- 7.1 It is the responsibility of the Board of Trustees to monitor the implementation of this policy by examining data on pupil lateness at least annually. This will be

done by the Board’s Education Team sub-committee who will also question school leadership on the data and school strategies to reduce pupil lateness.

- 7.2 The Education Team will decide on actions that the school should take based on their evaluation of school data on pupil lateness.
- 7.3 This policy will be reviewed once every four years or when and as the need might arise.

**Review date: November 2021**

**Signed, on behalf of the Board of Trustees by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Version History

<b>Version Number</b>	<b>Date</b>
PUP.18-19.1	19/11/18