

Detentions for Lateness are held after school

15:30-16:30 Phase 5

Punctuality

Good punctuality at school is essential for students to achieve their full educational potential. It is also vital for students to form good habits for later life. Punctuality records form part of references passed onto employers or higher educational institutes.

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 each lesson. Students arriving late are recorded as late on the register, along with how many minutes late they are

Lateness to school

According to DfE guidelines, registers must be closed after a certain time in the morning. Students are expected to be in their form room when the register is taken (08:25am). Therefore any student arriving after their allocated time slots will receive a late mark and a 30 minute detention after school on that day. If the lateness is due to a legitimate reason e.g. a medical appointment, the absence can be authorised.

Our morning registers close at 08:40am, any student arriving after this time without an authorised reason will not receive their full mark (codes U on the registers) which will affect their attendance percentage.



The school's support for good punctuality

We place a strong emphasis on good punctuality and support this by:

Giving sanctions to students who arrive late to school or lessons

Informing parents, by text, if their child is absent from school

Awarding merits and treats to class groups where all students have arrived punctually over a period of time

Senior staff patrolling the local shops and high street first thing in the morning to encourage students not to loiter in these areas and make themselves late

Addressing issues of poor time keeping with individual students and their families.

How families can support good punctuality

We would ask parents to support us in maintaining good punctuality by:

Ensuring that their children get up in plenty of time to be ready and prepared for school

Ensuring their child has organised their bag and equipment the night before so that this does not delay departure in the morning

Discussing any issues of lateness to ensure this does not become a habit

Monitoring their child's attendance record when it is sent home and looking for patterns of lateness.

Punctuality - Frequently asked questions

My child was only a couple of minutes late. It seems harsh that he/she should get a late mark.

The school has to abide by the rules and expectations laid down for all schools. Lateness for school (or work) is a failure to arrive on time and will be marked as such. We would encourage students to set off in good time so that any small delay does not cause them to be late.

Our whole family overslept and it is not my child's fault that he/she is late. Will they receive a late mark?

This can not be taken as an acceptable reason for lateness so a late mark or unauthorised absence would be recorded, depending on the time of arrival.

My child has to catch the bus to school which is sometimes late. Will they receive a late mark?

Any lateness is recorded as thus on the register. We would advise that the child leaves earlier so that even if the bus is late, they will still arrive on time. If the bus is sometimes late, then it is not a reliable way to ensure arrival in good time. We suggest that families use the TFL app to track bus and train times

Would you make any allowances for lateness if, for example, there were major traffic problems in the area perhaps because of an accident, so my car/the bus was unavoidably stuck in traffic?

The school cannot make allowances for the individual problem (however genuine it may be). However, it does make allowances when there are known reported major problems that affect a large number of people; very heavy snowfall would be one such example.

What if I phone up/email to say my child is going to be late? Would he/she still get a late mark?

Yes, they would still be marked late, but it is very helpful to know that you are aware and for us to know the expected time of arrival and reason for lateness.

If I know my child is going to be late, do I need to ring/send in a note?

It is very helpful if you do this. If your child is very late, it will be marked as an unauthorised absence - your note may give an alternative acceptable reason to allow us to authorise the absence.

Any further questions please contact our Attendance Officer Jerome Barlow or the Front Office on 0208 893 1099