



Saint Paul's Catholic High School

September 2017

Punctuality Procedures

At Saint Paul's Catholic High School we are committed to ensuring that your child develops to their full potential in all aspects of their education. In order to achieve this, it is extremely important that your child attends school regularly and punctually. Frequent absences will have a significant impact on their progress.

We have introduced procedures for improving punctuality. We believe that good time keeping is an important life skill that will prepare your child for success in future education and employment. In order to support our pupils in achieving this we will be implementing the following procedures:-

- Students who arrive late to school (after 8.40am) will be marked as late at reception if they arrive after this time. Students who arrive after the close of registration (9.30am) will receive a U code on the register. This is an unauthorised absence.
- Parents will receive a text message to inform them that their child was late to school and will be issued with an after school detention.
- Every student who arrives late for school will have a detention for **20 minutes** at the end of the school day. (If your child is late to school on a Wednesday they will complete their detention after school on the Thursday).
- Students who do not attend the detention will be expected to complete a **40 minute** detention with their Progress Leader.
- Persistent lateness to school will result in your child completing a day in isolation in school.

Parents will be invited to a meeting in school should their child persistently arrive late for school. Please can we request that if your child is late to school due to a medical appointment that the medical card is provided. Should no medical evidence be provided they will receive an unauthorised absence mark.

We would like to thank you for your support and collaboration in reaching the aim of fantastic punctuality for all pupils.

Yours sincerely

Mrs A Cropper
Assistant Head Teacher/Attendance Lead

