



# Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

## CCHS Punctuality Statement

Good punctuality at school is essential for students to achieve their full educational potential. Being punctual shows your respect for others and their time, it sets first impressions and is a character trait that is important for us all to instil in them, from a very young age. It will undoubtedly play an important role in their future success. [Importance of being on-time \(youtube.com\)](#)

Children who are regularly late can never recover certain essential parts of their school day such as: settling down to get ready to learn, the lesson's introduction, important announcements, discussions, questions, explanations, and the thinking that makes learning come alive and prepares them for the rest of the day.

Arriving late at school can be very disruptive for children because it makes them feel awkward, especially when the lesson has to stop for them to enter. It causes unnecessary stress and discomfort that can affect them emotionally and socially. It is also very disruptive for the teacher and the other pupils in the class because it throws them off track. Research shows that children with consistent school attendance learn more. If children are to fully benefit from the many learning opportunities, regular school attendance and being punctual to lessons is vital. You may think that only missing a few minutes in the morning is acceptable but a student who is 10 minutes late every day, will miss 30 hours of teaching during the year. That's a large number of teaching hours that cannot be replaced.

At CCHS, all students are expected to arrive punctually for school in the morning and for all lessons across the day. Every morning students are expected to be on the school site and in their registration rooms for the 8.45am morning register. Registers are taken at the start of each lesson throughout the school day. Students who arrive late to lessons are recorded as thus on the register, along with the number of minutes late.

### **Lateness to School/ Registration**

If students turn up late to school, they will need to go straight to form or assembly even if they have a reason for being late. **The Attendance office will not be open.** Their form tutor will issue a consequence if they are more than 5 minutes late - Pastoral detention after school on the same day 3.15am.- 3.30pm. (In Pastoral bases.)

If there is a justifiable reason for lateness, that is authorised by the school, the consequence will be cancelled. This is the school's decision, parents/carers need to contact the attendance office on 01255 424266 (ext.1) or via email [absence@cchs.school](mailto:absence@cchs.school) to report the lateness on the same morning.

If students arrive after 9.00am they will need to go straight to their lesson. They will be given a pastoral detention the same day after school for missing registration 3.15pm - 3.30 pm, issued by the lesson 1 teacher.

According to DfE guidelines, AM registration must close 30 minutes after opening. Therefore, **if students arrive after 9.15am**, they cannot receive a late mark but must be marked absent for the whole morning session. Students will receive a Pastoral consequence after school on the same day 3.15pm - 3.30pm. If the lateness is due to a legitimate

reason e.g. a medical appointment, the parent/carer must contact the school on 01255 424266 (ext.1) or email via [absence@cchs.school](mailto:absence@cchs.school), otherwise, the session is marked as an unauthorised absence. A letter is sent home to parents informing them of this. Authorising an absence will be the school's decision. If the student receives 10 or more unauthorised absence sessions within a 10-week period their parents/carers could be liable for a fixed penalty notice (There are 2 sessions every day AM/PM).

### **Lateness to Lessons**

If students are late to lessons they will be recorded as late on the register and the number of minutes late will be added to Arbor. If students are more than 5 minutes late, to any lesson, they will be given a consequence by their classroom teacher. A faculty Repair & Restore conversation (R&R) will be issued for after school on the same day at 3.15pm.- 3.30pm and if students do not attend this, the teacher/faculty will contact home and a Senior Detention will be set for the next day.

If they get two or more after-school R&R conversations in a day, either for being late multiple times or failing a remove or a senior call out, their Pastoral team will issue a consequence for persistent disruption.

A phone call will be made to parents/carers and a Senior Detention will be issued for the next school day.

Punctuality to school and lessons will be monitored and when there are persistent breaches, the student will be assigned a Late report, signed by their teachers every lesson, and parents/carers informed. Failing a late report will lead to a parent/carer meeting.

### **In relation to Punctuality, CCHS will :-**

- Place a strong emphasis on good punctuality.
- Give consequences to students who arrive late to school or lessons.
- Award Proud points to students for arriving punctually to registration and lessons.
- Monitor lateness on a regular basis and use a late report to rectify any persistent lateness.
- Address issues of poor timekeeping with individual students and their parents.

### **Parents'/Carers' Support for 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 it does not become a habit.
- Monitoring their child's attendance record through consultation with the attendance/ pastoral teams and looking for patterns of lateness.
- Attend meetings with pastoral staff when students have been persistently late.

## **Parents and Carers: FAQs (Frequently Asked Questions)**

### **Why has my child been marked as absent for the whole morning when they arrived at 9.30am?**

As stated above, DfE guidelines state that the register must be closed after a reasonable time in the morning. If arriving after 9.15am, a child will be marked as an unauthorised absence for the morning session.

### **Could I receive a fine if my child is persistently late?**

Yes - If your child receives 10 or more unauthorised absences, you could be issued with a fixed penalty notice. This is £80 per parent if paid within 28 days, rising to £120 thereafter.

### **My child was only a couple of minutes late. It seems harsh that they should get a late mark.**

Lateness for school (or work) is a failure to arrive on time and will be marked as such. We encourage students to set off from home 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 they are late. Will they receive a late mark?**

This cannot 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 advise looking into earlier buses so that even if the bus is late, students will still arrive on time. If the bus is sometimes late, then it is not a reliable way to ensure arrival in good time.

### **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, they will be marked as unauthorised absence and your note may give an alternative acceptable reason to allow us to authorise the absence, but this will be the school's decision.

### **What if I do not agree with your policy on punctuality?**

Much of our attendance policy is designed to satisfy DfE regulation but as always, if you feel an approach is unfair or unreasonable, then you can write to the Headteacher and/or Governing Body asking for a review. However, whilst any such policy is in place, the school will operate as stated.