

Testwood Sports College Punctuality Policy



Key responsibility area : S. Merry
Last Review : January 2010
Next Review : January 2012

Introduction

Good punctuality is one of the keys to success and at Testwood Sports College we believe that everyone has the right to attend the College and feel secure in knowing that every child matters but also to take responsibility for their punctuality.

Purpose

This policy aims to create a clear expectation for staff, parents and students about the importance of punctuality and the strategies in place to encourage good time keeping

Responsibilities

Implementation of the strategies outlined below is the responsibility of those involved in ensuring the importance of punctuality, as part of creating a happy learning environment.

This policy is approved by the Governing Body and will be reviewed biannually.

Outcomes

Testwood Sports College aims to:

- create and maintain a high standard of punctuality, enabling students to benefit fully from the college, so that parents may send their children to college confident they will have every opportunity to achieve their full potential
- to identify pupils whose punctuality is causing concern and to provide strategies to resolve difficulties
- maintain accurate pupil data on punctuality to inform practice

(See Annex 1 attached for the times of the day)

Signed _____ Chair of Committee Date _____

Signed _____ Chair of Governors Date _____

Working practices:

Expectations required of those with responsibilities to support this policy:

Testwood Sports College staff are required to:

- arrive at lessons punctually
- be in their tutor room by 0830 and 1350 to receive students
- take initial action on a student who is late more than once
- put students into a school detention if they are late more than three times in a week
- put students who have more than three HOY detentions for lateness into a SMT detention and inform the parents
- deal with all lateness to lessons in class
- communicate persistent lateness to lessons to the HOD which will result in a HOD detention
- refer students to the Deputy Head if persistent lateness continues and inform parents that EWO will be notified
- ensure that lessons start and finish on time:

08.30	Registration
08.50	Lesson 1
09.50	Lesson 2
10.50	Break
11.10	Lesson 3
12.10	Lesson 4
13.50	Registration
13.55	Lesson 5
14.55	End of day

Pupils are expected to allow enough time to:

- arrive at school in time for morning and afternoon registration
- arrive at the classroom on time between lesson changes

Parents are expected to support the college to improve punctuality by:

- encouraging their children to take responsibility to be on time
- supporting their children in organising themselves to be able to arrive at school on time