



Punctuality to School and to Lessons

Good punctuality at school is essential for students to achieve their full educational potential. Being punctual shows respect for others and their time, it sets first impressions and is a character trait that is important for us all to instil in children 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 essential parts of their school day. Missing registration will mean missing Important announcements, social connections and specialist assemblies. Missing the start of a lesson will mean missing Knowledge Retrieval (a recap on what has been learnt before) Moving Forward Focus (announcements on what will be covered next in the subject) new lesson introductions, explanations and discussions. These vital elements to a student's day will help start the type of thinking that makes learning come alive and prepares them for a successful day at school.

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. A misconception may be that 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.

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.

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 form rooms for the 8.45 am morning register. Registers are taken at the start of each lesson throughout the school day. Students who arrive late to lessons will have the number of minutes late recorded on the register.

Lateness to School

Registration 08.45am – 09.00am

If a student is late to form time (registration) by more than 5 minutes, their form tutor will mark them as late and log a consequence "A Pastoral after school catch up" for the same day 3.15pm - 3.30 pm. (In Pastoral bases) to discuss the reason.

Arriving 09.00 am - 09.15 am

Students missing registration (form time) but arriving before 09.15 am will go straight to their P1 lesson. The teacher will mark the student late and will log a consequence "A Pastoral after school catch up" for the same day 3.15 pm - 3.30 pm (In Pastoral bases) to discuss the reason.

If there is a justifiable reason for lateness

Parents/Carers should contact the attendance office on 01255 424266 (ext.1) or via email absence@cchs.school to report the lateness on the same morning or in advance. Authorising lateness will be the school's decision. If lateness is authorised, the consequence will be cancelled where possible.

Absence from School

Arriving after 09.15 am

According to DfE guidelines, AM registration must close 30 minutes after opening. Therefore, students arriving after 9.15 am cannot receive a late mark but must be marked absent for the whole morning session. If the morning session is marked as an unauthorised absence a letter is sent home to parents/carers informing them of this. Students arriving after 09.15 am without an authorised reason will receive a Senior Detention, the same day 1.15 pm-1.45 pm. If a 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).

If there is a justifiable reason for absence

Parents/Carers should contact the attendance office on 01255 424266 (ext.1) or via email absence@cchs.school to report the lateness/absence on the same morning or in advance. Authorising an absence will be the school's decision. If an absence is authorised, the consequence will be cancelled where possible.

Late to Lessons

If students are late to lessons the number of minutes late will be recorded. If a student is more than 5 minutes late they will be given a consequence by their classroom teacher "A faculty after school catch up" for the same day 3.15 pm - 3.30 pm. If students fail to attend, the teacher/faculty will contact home. If a student receives two or more "After-school catch ups" in a day, either for being late multiple times or for other Behaviour for Learning breaches, their Pastoral team will issue a consequence for persistent disruption.

Report cards

Punctuality to school and lessons will be monitored and when there are persistent breaches, the student will be assigned a late report to be 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 and carers 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.
- Discuss 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?

DfE guidelines state that the register must 30 minutes after opening. 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?

Yes, please contact the school - ideally by emailing absence@cchs.school and attach any documentation available to support justifiable reasons for absence/lateness such as appointment letters etc. this will help the school evidence and authorise the lateness or absence. The decision to authorise remains with the school.

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. Please contact admin@cchs.school in the first instance. However, whilst any such policy is in place, the school will operate as stated. Further information can be found on our [website](#) and is available on request from the school office.