

Clifton Centre Lates Policy 23-24

The government expects Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every STUDENT has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All STUDENTS to be punctual to their lessons.

LESSONS START AT 9.20 AM

- **Register open – 9.00-10.50**
- **L = Late – 9.50-10.50**
- **U = from 10.50 (= no mark for morning session)**

The consequences and effects of being persistently late are shown below:

5 Minutes late = 3.4 school days a year
10 Minutes late = 6.9 school days a year
15 Minutes late = 10.3 school days a year
20 Minutes late = 13.8 school days a year
30 Minutes late = 20.7 school days a year

Attendance and punctuality has been identified as a barrier to learning for some of our students. There is a balance of encouraging students who may be reluctant to engage with education, or have refused to attend, against the need for punctuality. Each student should strive for the best possible attendance and punctuality; however, it is important that a holistic view is also taken into account.

Identified barriers to punctuality include:

Distance from school

- Lack of parental support
- General disengagement from school –lack of motivation /urgency

- Peer pressure
- Sleeping patterns, due to home circumstances, drugs, etc.
- Mental Health issues – anxiety, depression or stress – don't want to attend

Individual students may have their own personalised timetable which does not fit with the general school day. These students should be coded as required depending on their provision.

- **B code** –educated off site /1-1, AP etc.
- **C Code** – authorised absence – this may be where a student is on a reduced timetable or other personal circumstances that are authorised at our discretion.
- A Student who is on a personalised timetable, due to start at 11 am would not be given a late mark for example.

Escalation of intervention will follow the will follow the same principles as the escalation flow chart and the school has the right to impose fixed penalty notices (fines) or refer to Education Welfare Officer if attendance becomes a concern. Good attendance and punctuality can also be rewarded where appropriate.