St Patrick's Academy, Dungannon

PUNCTUALITY POLICY

'Achieving Excellence Together'

June 2026

Rationale

The school wishes to develop in our pupils an awareness of self-discipline, part of which is the importance of punctuality, not only while at school, but later in the workplace. We acknowledge our role in developing and encouraging this trait in our pupils and actively seek the co-operation of parents in this task. Pupils are expected to be in for 8.50am and in their registration room/assembly hall at 8.55am for roll call. It is the responsibility of parent(s)/guardian(s) to ensure that his/her child is punctual. Lateness is recorded at registration and on the pupil's attendance record. To facilitate and to enhance the good habit of punctuality we will undertake the following procedures:

(**a)** Record on the school Information Management System (BROMCOM/SIMS), on a daily basis, the names of all pupils who arrive late to school in the morning and the reasons for their lateness.

(**b)** Identify pupils with a poor punctuality record.

(c) Inform parents of their children's record in this matter in the *expectation of parental support.*

(**d)** Raise awareness amongst our pupils of the importance of punctuality.

(e) Provide incentives to encourage the "good habit" of punctuality.

PUNCTUALITY PROCEDURES

- Pupils should be in school for 8.50am and in their registration class/assembly hall for roll call at **8.55am**.

- Pupils who arrive to school **after 9am** will be recorded as late and should go directly to reception to sign in. All late pupils must state the REASON for lateness. **If a reason is not provided for lateness, then this will be deemed as an unacceptable late.** ***Pupils who arrive late due to a bus being late will not be penalised but must still sign in at reception.***

- Insofar as possible, appointments should be made outside of school hours. The school, however, understands that some of these appointments must be made during school hours and may result in a pupil arriving late to school after an appointment. In such cases, **evidence** of the appointment (for example, an Appointment card, letter of appointment, e-mail or text message from the practice, showing the appointment), along with the parental note, should be presented to the Receptionist when signing in late. If a pupil has permission to walk or drive to an appointment during the school day, this should be made clear on the parental note. HOYs will ring pupils with 4 or more appointments as applicable.
- The office will amend the late code directly on the school's Information Management System e.g. BROMCOM or SIMS & enter reason for lateness.
- ***Sanctions***: Lates & accompanying reasons will appear on SIMS comments thus

centralised with all other comments regarding a pupil. An unacceptable late will count as a negative comment & will be included with any other negative comments on school's Information Management System and sanctioned accordingly by HOY.

- Pupils who arrive to school late on 3 or more occasions in a month, without acceptable reason, will receive an After-School Detention.

- In the case of persistent late-comers, a parent/carer will be contacted and targets agreed. A phone call/meeting with parent/carer may be necessary to examine the matter in more detail with a view to finding a resolution. If the problem persists there will be an escalation of sanctions, as per the school's code of conduct, including referral to the Board of Governors and suspension. **(See addendum for 6th form).**

Procedures for Managing Poor Punctuality at sixth form
(Some of these procedures are applicable to all year groups)

In cases where a pupil has persistently poor punctuality without acceptable explanations, the following procedure will be adopted.

Weekly review of punctuality by Form Tutors and passed to Head of Year

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Pupils with punctuality causing concern. Parents/carers will receive a phone call from tutor/HOY/SLT detailing the days late and emphasising the need for improvement.

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If a pupil is late on a further 3 or more occasions there will be a phone call/ letter home stating that the pupil and parent will be asked to attend a meeting in school if there is not an immediate improvement in punctuality.

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If punctuality fails to improve the pupil will be invited with parents/carers to a punctuality meeting with HOY/SLT. Strategies to bring about improvement and targets will be agreed at this meeting; and weekly updates sent home.

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If agreed targets have not been met and punctuality fails to improve, the pupil will be invited with parents/carers to attend a meeting before the School Punctuality Panel, comprising the Principal and a member of the Board of Governors. At this meeting it will be made clear that the pupil may be removed from the school roll if he or she fails to adhere to the strategies put in place by the school to improve punctuality. A review date of two school weeks will be set followed by monthly updates to the panel, which will reconvene to take further action as necessary.

Reviewed: June 2026
To be reviewed: June 2027