

Cabinteely Community School



Punctuality Policy

(Review 2011)

A good record of punctuality is an essential part of any student's preparation for life as well as being essential to the smooth running of the school and to the continuity of teaching and learning.

All students are required to be in school every morning at 8:50 am and in class every afternoon at 1:40pm. Roll call will be taken at 8:50a.m. and at 1.40 p.m.

Procedures

1. Students arriving late to school (am and pm) must sign the Late Book and have their journal stamped. This stamp will show the time they arrived at and has a space for parents/guardians to sign indicating their awareness of their son's/daughter's late-coming for that day.

Failure to sign the Late Book will result in an automatic Wednesday detention

2. A note of explanation must be provided the day following the late-coming and given directly to the class tutor at morning assembly, who will keep a computerised record of all late-comings.
3. All students who are late during a given day will re-register at 8:40 am the following morning in A9.
4. The following sanctions will apply to those arriving late for school:

a. Detention

A late coming detention will be held every Wednesday (1:30 pm to 2:30pm) for students who are late without written consent and explanation from parents/guardians. A detention will be held one Saturday per month (10:00 am to 12:00pm) for students who are late four or more times a month without written consent from parents/guardians

b. Correspondence.

If a student has four or more late-comings in a month, a letter from the Punctuality Officer will be sent home to the parents/guardians. This will inform the parents/guardians of the dates their son/daughter was late for school and give notice for a Saturday detention (10:00 am to 12:00pm)

If the above procedure has not resolved the problem, a letter from the Year Head will be sent home asking parents/guardians to make an appointment to see him/her.

Finally if the punctuality problem persists, students may be suspended from school until their parents/guardians have made an appointment to see the Deputy Principal.

5. Students who arrive late to class without permission will have sanctions imposed by their subject teachers. They will be reported to their Year Head if a late-coming pattern develops.

This policy was adopted by the Board of Management on _____ [date].

Signed: _____ Signed: _____

(Chairperson of Board of Management) (Principal)

Date: _____

Date: _____