

Cabinteely Community School



Punctuality Policy

Ratified May 2019

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School Mission Statement

Cabinteely Community School is a kind, caring and vibrant learning community which supports the wellbeing and the academic, spiritual and creative growth of every student.

We welcome students of all ethnicities, abilities, genders and faith traditions, as equal members of our community

We identify with our Ursuline founders and their love of education.

Our Core Values

Our core values guide our policies, our procedures and how we work with our staff and students. These core values are;

Care - We all need to belong and be cared for in a safe environment in order to learn

Courage - We show courage by making the right choices and committing to learning

Support - We will be the best we can be by working hard and working together

Rationale

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

In partnership with parents/guardians the school will support families in promoting good time keeping through the implementation of this policy across the whole school community. This policy will be brought to the attention of all students at the start of each school year through the weekly assemblies and throughout the year through the Class Tutor, Year Head, Home School Liaison Coordinator and Senior Management Teams. It will also be in the school journal and available on the school's website at www.cabinteelycs.ie.

The rationale behind the detention for late coming is that it should be a deterrent and not an accepted consequence of late coming.

Procedures

1.1 Late for School

All students are required to be in school for Class Teacher tutorial/assembly at 8.37am each morning. Each year group will have an assembly once a week.

Students arriving late for school must report to the school office. The time they arrive at and the reason for the late coming is recorded in their school journal and on the school administration system. After signing late in the office, students must go to their Class Tutor's classroom to show the CT their Late Stamp.

Parents/guardians are required to check and sign the school journal daily.

Failure to sign in late with the office will result in a Wednesday afternoon detention from 1.15pm to 2.15pm (or after HFF for 1st Years). Further sanctions e.g. Friday after school detention; Year Head meeting with parents/guardians will result if no improvement in time-keeping is evident.

Doctor/dental appointments etc. should, as far as possible, be scheduled for out of school time. Students arriving late for school after such appointments are given an “excused late”. Students should present their medical appointment card when signing in.

1.2 Late for classes

All students are required to be in each of their classes at the times indicated on their timetable. As per the school’s Learning Code, any student arriving late for classes during the day will get a *Reminder Note* in the Journal with extra work assigned by the Subject Teacher (cf Learning Code appendix). Students who are delayed by a teacher/staff member and arrive late to class, must bring a note in the journal to excuse them.

All lates other than the student’s arrival into school in the morning, are deemed non-excused lates.

1.3 Late after Lunch

Senior students who are late after lunch must sign in in the office as they are returning to school from outside. Two or more lates in a week will result in a detention for late coming.

Junior students, if late for the start of the afternoon classes, should proceed to class as normal. They will receive a *Reminder Note* and extra work assigned by the Subject Teacher.

Sanctions

Detention will be given for two or more lates in a week. The length of the detention will be decided by the student’s year head and is based on the nature and number of lates the previous week. The year head will notify parents by text of the date and duration of the detention.

Every effort will be made by the school, with the support of parents and guardians, to address persistent and recurring lates.