

Policy Title:	Bristol Metropolitan Academy Punctuality Policy
Function:	Information and guidance
Status:	Statutory
Audience:	Councillors, Principal, Teachers, Support Staff, Students, their Parents and Carers.
Ownership/Implementation	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented at Bristol Metropolitan Academy.
Issued for:	Board Approved
Implementation Date:	November 2011
Review Period:	Annually
Review Due:	October 2016

Rationale

As part of the Academy's commitment to developing life-long skills in all its learners, punctuality is monitored closely. Good punctuality is an important work based skill which should be instilled in all learners and professionals. In addition, good punctuality to both lessons and to school leads to higher levels of achievement within the classroom. The aim of this policy is to enable parents, students and staff a set of guidelines that, when adhered to, support and promote both higher personal standards and higher achievement within the classroom.

Expectations

The Academy Day formally commences at 8.50am and pupils should be in their classrooms by 8.50am each day. Any pupil arriving after this time is considered to be late. Staff are expected to be on site by 8.35am. Any member of staff arriving after this time is considered to be late.

If a student arrives after this time with a genuine reason, a note from a parent/carer should be presented to this effect. This can be brought the following day if necessary.

If entering between 8.50am and 9.15am, pupils should sign in at Student Reception and collect a late slip as evidence of this. The late slip should be submitted to their class teacher on entry to the lesson. Failure to submit a late slip will result in the student not being admitted to the lesson.

If a student has a genuine reason for leaving a lesson between lesson bells, a Street Pass (or a signed and dated note if the pass is not available) should be issued by the teacher of the lesson.

Promotion of good punctuality

In order to promote good punctuality, the Academy is open well in advance of this time, and a breakfast club operates from 8.15am – 8.35am daily; all students are both welcome to attend and encouraged to begin their day in this way.

To support good punctuality, a warning bell sounds at 8.45am; this is designed to initiate movement to classrooms on the part of staff and pupils. A similar warning bell system operates at break time in support of good organisation and punctuality. If a student enters a classroom after the second bell, they are considered to be late. All lateness will be recorded on the electronic registration system

Students who achieve 100% punctuality during a term are recognised and rewarded at end of term achievement assemblies.

Consequences of poor punctuality

Poor punctuality affects the chances of individual learners in making progress. It also interrupts the flow of the lesson being taught and as such has a negative impact on all learners present. This is unacceptable.

All lateness to lessons is recorded electronically. The cumulative total of minutes lateness is recorded and reported on for each student. Where punctuality is a serious concern, Learning Family Tutors and parents/carers are informed via internal and external mailing systems.



Where students are persistently late to lesson (on more than three occasions in one week) compulsory attendance at a Punctuality Reflection Programme occurs. Students are required to attend the Punctuality Reflection Programme for thirty minutes after school, where they complete focused work and have learning conversations which centre on punctuality to school and to lessons. Subsequently students are monitored using a Punctuality Success Card, issued by their Head of House for one week.

Roles and Responsibilities

It is the responsibility of the student to arrive at school and to each lesson on time. It is the responsibility of the parent/carer to take reasonable steps to ensure that this requirement is fulfilled. If a student is persistently late, it is the joint responsibility of the parent/carer and the student concerned to ensure attendance at the Punctuality Reflection Programme and to modify the pattern of behaviour.

Class teachers are responsible for recording lateness to lessons electronically and for ensuring that students collect late slips when they are late for Lesson 1 by refusing to admit students to lesson without a late slip.

Learning Family Tutors are responsible for interrogating attendance and punctuality data, and for supporting students in modifying their behaviour by continuing to ensure that punctuality has a high profile within Learning Family Time.

Heads of House are responsible for ensuring that students have, and use, a Punctuality Success Card after the Punctuality Reflection Programme has occurred. Heads of House share responsibility with Zone Team Leaders for the successful execution of the Punctuality Reflection Programme and for subsequent House Seclusions for non-attendance at the Punctuality Reflection Programme.

All staff are responsible for ensuring their own punctuality to lessons; line managers are responsible for monitoring staff punctuality, putting into place sanctions and support structures as deemed appropriate in ensuring an efficient and effective delivery of the curriculum within the course of the Academy Day.

Where staff punctuality is a persistent problem, competency proceedings may be invoked.

How the Academy monitors the effectiveness of this policy

The Academy will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.