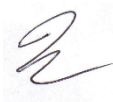


# Punctuality (Sixth Form) Policy

## Ellesmere Port Catholic High School



|                     |   |
|---------------------|---|
| Approved by:        | Mr J Coucill, Chair of Governors  |
| Lead of Review:     | Mrs L Henderson, Director of Learning & Support   |
| Last reviewed on:   | July 2021   |
| Next review due by: | July 2022   |

## **Rationale:**

The Sixth Form Punctuality procedure is designed to enable students to achieve their maximum potential and to treat them as young adults by adopting practices reflective of those in the workplace. It works in conjunction with the whole school punctuality policy and other policies where appropriate. Every attempt will be made to address punctuality issues informally and at an early stage to ensure students remain in the Sixth Form and succeed in their chosen courses. Formal disciplinary procedures regarding punctuality will only be used when informal strategies have failed.

At EPCHS6 we believe in entering into a partnership with every single student. We believe in some basic principles. Everyone on the Sixth Form has the responsibility to help create a happy, learning environment. We want everyone to feel as though they are treated as an individual and a valuable person. We do not apologise for having high expectations and we expect all students to respond positively to the warm partnership existing between students and staff. On the rare occasion that we have concerns about attendance, students may be subject to our disciplinary procedure as detailed below.

## ***Our values: What really matters to us***

- Strong Catholic Ethos
- Ensuring every child is known
- High expectations of everyone
- Excellent leadership at all levels
- Excellent teaching
- Excellent behaviour and personal standards
- At the heart of the community

## **Aims:**

- To enable each student to fulfil their potential;
- To support students as they assume responsibility for their own learning and behaviour;
- To ensure acceptable standards of behaviour, percentage attendance and punctuality;
- To maintain a safe and productive environment in which to work;
- To foster respect for self, others and property;
- To ensure that students are fully aware of Sixth Form procedures relating to student behaviour, attendance and punctuality;
- To work in partnership with parents/guardians wherever possible;
- To ensure that the good name of the school is upheld.

## **Punctuality concerns:**

- Five or more lates.
- Punctuality becoming erratic.
- Patterns of poor punctuality emerging.

## **Informal disciplinary procedures:**

The efforts of staff at EPCHS are directed towards helping students and every attempt will be made to resolve issues regarding punctuality informally, and at an early stage, to ensure students succeed.

As part of the informal disciplinary procedures students will receive:

- Clear guidance on the effort and behaviour expected of them at the beginning and throughout their course.
- A timely and clear indication of the consequences of poor punctuality, in order that they are aware of what is expected of them and the steps needed to remedy the situation.
- Discussion or 'quiet chat' by form tutor or a member of the Sixth Form Team to indicate that their punctuality needs attention and advise the student as to the improvement required.
- At this stage there is the option by both form tutor/subject teacher to raise their concerns in a phone conversation home.

## 1. Staged/Formal approach to behaviour

### Stage 1

| Reasons  | Action  |
|--|---|
| <ul style="list-style-type: none"> <li>• Student is late to school.</li> </ul> | <ul style="list-style-type: none"> <li>• Student is on automatic late gate detention for half an hour after school.</li> <li>• Conversation with the Progress Teacher/Form Tutor</li> </ul> |

### Stage 2

| Reasons   | Action   |
|---|--|
| <ul style="list-style-type: none"> <li>• Student accumulates five lates.</li> </ul> | <ul style="list-style-type: none"> <li>• Student is placed on one hour Pastoral Lead detention.</li> <li>• Conversation takes place with Pastoral Lead.</li> </ul> |

### Stage 3

| Reasons  | Action   |
|--|--|
| <ul style="list-style-type: none"> <li>• Student accumulates ten lates.</li> </ul> | <ul style="list-style-type: none"> <li>• Two hour SLT detention with Hof6th</li> <li>• Formal Written Warning 1 - Letter home to inform parents/guardians of the serious issues regarding punctuality and the actions being undertaken to resolve the issues.</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Phone call home to discuss the punctuality issues.</li> </ul> |
|--|--|

#### Stage 4

| Reasons  | Action  |
|--|---|
| <ul style="list-style-type: none"> <li>• Student accumulates fifteen or more lates.</li> </ul> | <ul style="list-style-type: none"> <li>• Parents/guardians are invited to attend a meeting with Pastoral Lead and Head of the 6th Form.</li> <li>• 6<sup>th</sup> Form Administrator monitors a Punctuality Management Report which will be reviewed on a weekly basis by the 6<sup>th</sup> Form Team. Parents/Guardians will be informed of the outcomes of the review meeting.</li> <li>• If punctuality issues continue student and parents/guardians will be required to attend a meeting with the Headteacher to discuss next steps.</li> </ul> |