

# **Athboy Community School**

## **Punctuality Policy**

*Ratified April 2024*

## **1. School Mission Statement**

*ACS prides itself on creating a safe, caring, creative and culturally diverse environment and on offering an innovative curriculum which challenges students to achieve their full potential. We promote an open culture in which relationships between staff and students are prioritised. We commend and reward positive behaviour and encourage student participation in all aspects of school life so they can flourish academically, physically, emotionally, spiritually and psychologically.*

*“Mol an Óige agus tiocfaidh sí”.*

## **2. 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 biweekly assemblies and throughout the year through the Class Tutor, Year Head, Care Team and Senior Management Teams. It will also be in the school journal and available on the school’s app and website at [www.athboyce.ie](http://www.athboyce.ie).

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

## **3. Procedures**

### **3.1 Late for School**

All students are required to be in school in time to go to their lockers before the start of the first class at 8.50am each morning. We recommend students being here by 8.35 to allow for this. Each year group will have an assembly at 8.50am once a fortnight.

Students arriving late for school must report to the school office. The time they arrive at is noted in the journal along with a “Late” stamp and the time and reason for the late coming is recorded on the school administration system. After signing late in the office, students must go immediately to their subject teacher’s classroom to show the teacher their late stamp. If there is a discrepancy, without any mitigating circumstances, between the sign-in time and the student’s arrival at class, the teacher will report this to the year head who will follow up.

Students should not be excused by parents for lateness unless there is a genuine reason, eg, the car broke down. Students are expected to organise themselves in the mornings and get to school on time.

Parents/guardians are required to check and sign the school journal weekly. In some circumstances, a year head may require that a parent sign the journal more often to monitor the

student more closely.

Failure to sign in late with the office will result in a year head detention at a time to be determined by the year head. Further sanctions e.g. Friday after school detention, will result if this pattern continues.

In the event that a student is arriving late on a regular basis, the relevant Year Head will schedule a meeting with parents/guardians.

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.

### **3.2 Late for classes**

All students must be in each of their classes at the times indicated on their timetable. Any student arriving late for classes during the day will get a late note in the journal. 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.

### **3.3 Lates on the School App**

Parents must submit a late note, with an excuse, on the school app before their son/daughter arrives late to school.

## **4. Rewards**

We recognise and reward students who demonstrate good punctuality through Attendance and Punctuality rewards at the end of the year and also through the Asset Portfolio system on a monthly basis.

## **5. Sanctions**

Detention will be given for two or more lates in a week. The year head will notify parents by means of the School App 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.

Ratified on \_\_\_\_\_

Signed by Chair of the BOM: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Principal: \_\_\_\_\_

Date: \_\_\_\_\_

