



## Manor Court Punctuality Phases

|                                       |   |
|---------------------------------------|---|
| <b>100% - 99%</b>                     | <b>Excellent Punctuality</b>  |
| <b>98% - 96%</b>                      | <b>Good Punctuality</b>   |
| <b>Monitoring Phase<br/>95% - 91%</b> | <b>Requires Improvement</b>   |
| <b>Phases 1<br/>90% and Below</b>     | <b>Requires Improvement<br/>Persistent Lateness</b>   |
| <b>Phase 2<br/>90% and Below</b>      | <b>Unsatisfactory Punctuality<br/>Persistent Lateness</b>   |
| <b>Phase 3<br/>90% and Below</b>      | <b>Significantly below satisfactory attendance level<br/>Persistent Lateness</b>                            |
| <b>Phase 4<br/>Failure to Improve</b> | <b>Punctuality level has continued to fall without any<br/>signs of improvement<br/>Persistent Lateness</b> |

# Manor Court Punctuality Phases – Parent Information

*Good punctuality leads to higher levels of achievement within the classroom as well as developing good life style habits which will be expected by employers and others in later life.*

All pupils are expected to be punctual. Late arrival to school means a disorganised start to the day, disruption to lessons and lost learning opportunities. Pupils arriving late to school will be required to sign in via the main reception. The lateness will be recorded by the Attendance Administrator and logged within SIMs. This information is then passed onto the Attendance Officer for further review.

Parents of persistently late pupils will be informed by letter and the monitoring phases documented below will be triggered. Manor Court prioritises the monitoring, support and robust action needed to secure high levels of punctuality. We believe it is important to work with parents to improve their children's punctuality. We recognise that parents and carers play a vital role, and have a legal responsibility to ensure good punctuality and we aim to identify, investigate and work in partnership with parents and carers, children and other agencies to resolve punctuality problems.

The following Attendance Phases are a guide for parents on the steps that Manor Court will take to support the punctual arrival of pupils at school. At every stage of our Punctuality Phases we welcome the opportunity to engage with parents and carers.

Early intervention and pupil support sits at the heart of our approach to raising levels of pupil engagement.

## **Punctuality Expectations**

Parents and Carers are to:

- Ensure that their child is appropriately prepared and organised for each school day.
- Ensure that their child leaves the family home in suitable time in order to arrive at school no later than 8.45am each morning.
- Inform the school if they anticipate being late and to provide explanation to the school for this.

## Manor Court Punctuality Monitoring Phases

| Monitoring Phase   |  |  |
|--|--|--|
| Reason   | Action   | Review   |
| <p>Punctuality is between 95% and 91%.</p> <p>Lateness resulting in an unauthorised absence mark, 'U' code, may be on the attendance record.</p> | <p>The school will review all pupils whose punctuality is below 96% and letters will be sent periodically to parents/carers to notify them that their child's punctuality level has fallen below this.</p> <p>Our Early Intervention Officer will be available to discuss any concerns with parents and carers and will have an initial discussion with the pupil about their punctuality.</p> | <p>Punctuality will be monitored each week by our Early Intervention Officer and our Attendance Administrator to ensure that it moves towards the schools target of 96% and above.</p> <p>Where punctuality does not improve, Phase 1 will be initiated.</p> |

| Phase 1                                  |   |  |
|--|---|--|
| Reason                                   | Action  | Review   |
| <p>Punctuality has fallen below 90%.</p> | <p>Parents/carers will be invited to a support meeting with our Early Intervention Officer to discuss their child's punctuality.</p> <p>Parents will be supported by school to actively improve their child's punctuality.</p> <p>Our Early Intervention Officer will discuss reasons for lateness with parents and pupils and a support plan will be offered.</p> <p>Where a pupil has regular lateness and parents continue to fail to improve this, pupils will be automatically moved to Phase 2.</p> | <p>Punctuality will be monitored each week to ensure that it moves towards the school target of 96% and above.</p> <p>Where punctuality does not improve, pupils will be moved to Phase 2.</p> |

| <b>Phase 2</b>  |  |   |
|---|--|---|
| <b>Reason</b>   | <b>Action</b>  | <b>Review</b>   |
| <p>Punctuality levels continue to fall.</p> <p>'U' codes (late after the register closes), remain on the attendance record.</p> <p>There is regular lateness due to unacceptable reasoning.</p> | <p>Parents and carers will be invited to attend a punctuality review meeting with our Early Intervention Officer and Deputy Headteacher and Inclusion Leader/Designated Safeguarding Lead.</p> <p>The concerns will be discussed and any support required will be put in place. This may be parent support, academic support or pastoral support.</p> <p>The school will work to break down any obstacles presented in the meeting that impact on positive levels of punctuality and will seek to support pupils and families in finding a positive way forward.</p> | <p>Punctuality will be monitored for a period of 4-6 weeks.</p> <p>A school punctuality review meeting will be held with parents and carers.</p> <p>Where concerns persist, the pupil will be moved to Phase 3.</p> |

| <b>Phase 3</b>   |  |   |
|--|--|---|
| <b>Reason</b>  | <b>Action</b>  | <b>Review</b>   |
| <p>Punctuality levels continue to fall.</p> <p>Unauthorised absences, 'U' codes, remain on the attendance record.</p> <p>There are continued patterns of regular lateness.</p> | <p>Parents/carers will be invited to attend a formal Punctuality Panel meeting with our Early Intervention Officer and Headteacher where further agreements will be made and expectations clearly shared.</p> <p>The school will explore all possible areas of support during this meeting. We will consider any wider family circumstances which may be impacting on punctuality, ensure that we liaise with any external agencies where an integrated support plan is required, consider any other underlying causes such as obstacles to learning, social and emotional</p> | <p>Punctuality will be monitored for a period of 4-6 weeks.</p> <p>A Punctuality Panel Review will be held on the 6th week.</p> <p>Where there are concerns regarding persistent lateness and continued unauthorised absence marks, the Local Authority will be informed to start their Warning Penalty Notice procedures.</p> <p>The Pupil will automatically be moved to Phase 4.</p> |

aspects of learning and health concerns.

#### Phase 4

| Reason   | Action  | Outcome  |
|--|---|--|
| <p>Failure to improve punctuality.</p> <p>Punctuality levels continue to fall.</p> <p>Where a pupil has gained at least 20 sessions (10 school days) of 'U' codes (Late after the register closes) in the last 26 weeks.</p> <p>There are continued patterns of broken weeks of punctuality.</p> | <p>A formal referral will be made to the Local Authority Education Welfare Officer by the school.</p> <p>Parents and carers will be invited to attend an Attendance Panel Review by the Local Authority. This meeting may be held within school or at the family home, however, the meeting will be chaired by the Local Education Authority not Manor Court School. The school will present their concerns regarding the attendance record for the pupil. The parents/carers will have the opportunity to respond to these concerns. A review of the above support plan will take place.</p> | <p>Where the Local Education Authority feel that there is sufficient evidence that an offence has been committed under the Education Act, section 444, the case will be recommended to be placed before the court.</p> |