



Newpark Comprehensive School

Procedures governing PUNCTUALITY

Rationale:

Regular, **punctual** attendance is essential to maximise the teaching and learning opportunities for all students. Late arrival disrupts teaching and learning for other students. Being on time for school on a regular basis also sets up a good work routine and practice for entering further education and the world of work.

Procedures

- Registration is the first period of the school day. Students who arrive into registration after the first name has been called are deemed late and will be marked late on eportal and in form teacher's roll book. The form teacher will record the Late in the student's journal if time allows.
- Students who arrive between 8.50am and 9.30am will sign late slips in the library and will have journal stamped LATE.
- Students who arrive after 9.30am must sign late slip at front office and have journal stamped.
- A student must bring a note from parent/guardian, within 24 hours, stating a valid reason (medical/dental appointment) why a late should be excused. Problems with transport, traffic, alarm clocks etc. will not be excused.
- LATES are recorded and accumulate in eleven week cycles and all students begin a clean sheet after each cycle except those with ten or more unexcused lates in any cycle.
- When a student reaches five unexcused Lates, an early morning detention is imposed. The student must return a form at the DT, signed by a parent/guardian, outlining strategies being undertaken to improve punctuality.
- For ten unexcused lates a student will sit a DT on a Saturday morning. Following that detention a senior cycle student may be sent home where they arrive late without an acceptable reason. A letter is sent home at this stage seeking parental assistance and informing parents of further sanctions. A junior cycle student will have to attend a lunch time DT any day they arrive late.
- If a student is unable to attend a DT for a valid reason, the teacher must be notified **in advance, in writing** and the DT will be rescheduled.