

# St Joseph's Catholic Primary School



## Punctuality Matters



Why it is so important to get your child to school on time:

**Every Second Counts**

**Get up, get in, get on**

**"Aim High  
Live and learn  
with Jesus, everyone  
welcome"**

## Why is punctuality so important?

It is important to be in school on time. Punctuality is linked with good attendance and forms good habits for your child's future. If your child misses the start of the school day, they will miss work and vital time with the class teacher. Important information about the day ahead is often shared with the class in the mornings. Your child may also miss the opportunity to socialise with their friends before settling down to a day of learning. Children arriving late into school often disrupt lessons, which can be embarrassing and upsetting for the child.

Did you know that being 15 minutes late each morning means your child is missing the equivalent of 10 days off school per year?

### Being frequently late for school adds up to lost learning

Amount of time	Loss to a child's learning
arriving 5 minutes late every day	adds up to over 3 days lost each year
arriving 15 minutes late every day	is the same as being absent for two weeks a year
arriving 30 minutes late every day	is the same as being absent for 19 days a year

### What to do if your child is late

If you know your child is going to be late for school you should:-

- Ring school at the earliest opportunity to let them know
- Upon arriving at school you will need to take your child to the office to sign them in.

## St Joseph's Registration Procedure

There is a clear link between attendance and attainment; the more time a pupil spends in school the more likely they are to improve their opportunity to achieve their full potential.

**The law states that:**

*“A school has to take a register of all pupils first thing in the morning and sometime during the afternoon. The Government advice states that schools can keep the register open for up to 30 minutes, however this may be for a shorter period.”*

At St Joseph's all pupils are expected to be lined up on the playground with their class by **8:40am** when the school bell will be rang. Morning registration will take place at the start of the school day **8:50am**. Any pupil arriving after this time will be marked as late, potentially having an unauthorised absence unless there is an acceptable explanation.

If the school does not hear from parents and carers by **9.30am**, the office will seek to telephone all known contacts for the child until they have a response. This will enable the school to be certain about the child's whereabouts, safety and wellbeing. Should there be no known reason for **the child's absence by 10.00am**, office staff will pass this information to a senior leader who will take action as appropriate.

The bell will be rung for afternoon registration at 12.55pm for Key Stage 1 and 1.10pm for Key Stage 2.

### **School's next step**

If your child is persistently late you will be contacted by the school and be invited in to meet a member of school staff to see how this can be improved. Support will be offered to both parents and children as required.

## Give your child the best opportunities and the best start

### Top tips for parents

	Help by packing school bags the night before.
	Ensure your child has a good bedtime routine so they get plenty of rest and don't struggle to get out of bed in the mornings.
	Make time for breakfast before leaving for school.
	Contact school if there are any issues impacting on your ability to get your child to school on time.
	Aim to get to school 10 minutes before the school day starts. The gate is open from 8:30am.
	Invest in a reliable alarm clock.
	Have a back-up plan in place for getting your child into school. Ask friends or family if they can help out in emergencies.

**Get them to school...**

**ON TIME—EVERY DAY**