

Why is Punctuality Important?

At Outwood Grange Academy, we expect all students to arrive on time ready to start the day and to be punctual to all lessons.

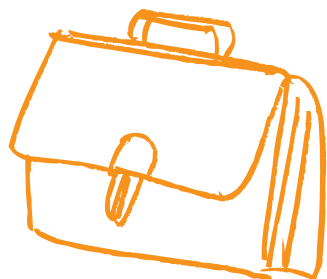
Arriving on time is a great start to the day, putting your child in the right frame of mind to make the most of the day's learning. Good punctuality is linked to good attendance which we know leads to better outcomes for children and young people.

Arriving on time:

- Sets good habits for adult working life.
- Maximises educational achievement.
- Helps your child develop friendships and relationships.
- Boosts your child's confidence and self-esteem.

Arriving late, however:

- Puts your child at an immediate disadvantage to other students who have arrived on time.
- Means your child misses important information at the start of lessons.
- Is embarrassing for your child.
- Disrupts lessons for other students.
- Can damage your child's confidence and self-esteem.



Reporting an Absence/Lateness

Telephone: 01924 204350 Option 2
(You can leave a message 24 hours a day)

Email: attendance@grange.outwood.com

Please let us know your child's name, year group, the reason for lateness, and, if you can, the expected time of arrival.

Please write a note in your child's planner for them to bring to SID Office on arrival at the Academy and remember to obtain confirmation of any appointments from doctor or dentist, etc. if this is the reason for your child's lateness.

If you wish to discuss your child's absence/punctuality, please ask us to return your call.

Further Information

www.gov.uk/school-attendance-absence

www.wakefield.gov.uk

www.bbc.co.uk/schools/parents/school_attendance

www.ace-ed.org.uk/advice/attendance

OUTWOOD GRANGE ACADEMY
Potovens Lane, Outwood, Wakefield WF1 2PF

Phone: 01924 204350 Option 2

E-mail: attendance@grange.outwood.com

www.grange.outwood.com



PUNCTUALITY



A Guide for Parents/Carers

Registration Procedure

- Students are expected to arrive by 8.15am.
- The first bell sounds at 8.20am and students arriving after this time will be marked as late and have their planner stamped.
- The gates close at 8.20am and access after this time is by the main entrance at the top of the driveway only.
- The second bell at 8.25am signals the start of lessons. Any student arriving after this time must sign in at SID (Student Information Desk) where they will receive a C4 detention of 1 hour the following day unless they have a valid reason for lateness.
- The registers will close at 9am. Any student arriving after this time without a valid reason will receive an unauthorised absence mark.

Appointments

Appointments should be arranged outside school hours wherever possible. If it is unavoidable, ideally students should attend before their appointment, sign out at SID and then return to the academy after their appointment.

If the appointment is early and your child will not be coming to the academy on time, please notify the Attendance Office, write a note in your child's planner and send confirmation of the appointment in with your child. When your child arrives at the academy, he/she should sign in at SID and will receive a late mark. No detention will be issued for students with genuine reason for lateness if supported by an appointment card. Confirmation of all appointments is now a requirement. This can be an appointment letter, card or confirmation slip. Without this confirmation, absence will remain unauthorised and students may receive a detention for late arrival.

What to do if your child is late.

You should notify the Attendance Office as soon as possible that your child is going to be late.

Write a note in your child's planner explaining the reason for their lateness.

What can parents/carers do?

- Encourage your child to be independent and prepare for school the night before - uniform, books, equipment, PE kit, cooking ingredients, etc.
- Encourage your child to get into the habit of doing homework at night - rather than rushing to do it over breakfast.
- Encourage your child to develop a good bedtime routine so they have plenty of rest - have a set bed time, no tv, computers or games consoles and switch off mobile phones.
- Invest in a reliable alarm clock and encourage your child to be independent in getting themselves up.
- See that your child has a drink and some breakfast before leaving home. Alternatively, breakfast is available in the restaurant from 8.00am.
- Allow plenty of time for the journey to school, allowing for traffic hold ups, etc.
- Have a back-up plan in case there is a problem - friends/family, neighbours or parents of school friends who can help out.
- Above all, if you're having problems, contact us as soon as possible for support.

How can we support you?

At Outwood Grange Academy, we firmly believe that working in partnership with parents/carers is the best way to improve outcomes for our students. If you are worried about your child's punctuality, please contact us to discuss any issues you may be having.

We monitor attendance and punctuality closely and if your child is regularly late, we may contact you to discuss how we can work together to improve the situation. In some cases, we may invite you into school for a meeting to discuss how we can best support you to improve your child's punctuality.

How we deal with lateness.

Students arriving late without a valid reason will receive a C4 detention of 1 hour. Your child will be given a sticker in their planner for them to take home informing you of this.

Any student who fails to attend this detention will receive a C5 isolation and a 1 hour detention on the same day as the isolation.

What does the law say?

As a parent/carer, you have a legal responsibility to ensure that your child attends school regularly and on time. Parents/carers whose children regularly arrive late could be deemed to be failing in their responsibility to ensure regular attendance at school and parents/carers can be issued with a Penalty Notice or even prosecuted in the Magistrates Court. The Education Act 1996 (section 444) allows for legal proceedings to be instigated by Local Authorities.

