

Appendix J: Graduated Response to Punctuality

GRADUATED RESPONSE TO LATENESS

NOTES:

- Any safeguarding concerns should be dealt with as a priority and following policies and procedures
- Process applies to ALL pupils including those of non-statutory school age
- Process can be expedited where there are attendance/safeguarding concerns
- Suggest attendance/punctuality is reviewed half termly
- Starting point will depend on the needs and priority in each school
- Starting point will depend on needs of family
- Make letters personal to pupil
- Send via post, email etc directly to the parents
- Any safeguarding concerns should be dealt with as a priority and following policies and procedures

	Scenario	Action	Documentation
STEP 1	Lateness a concern (late before or after register closed on a regular basis)	School to send by post letter to parents from headteacher	Lateness Letter 1 with attendance certificate or Lateness Letter 1 NS (non-statutory school age) with attendance certificate
STEP 2	Punctuality not improved	School to send by post letter to parents from headteacher	Lateness Letter 2 with attendance certificate or Lateness Letter 2 NS (non-statutory school age) with attendance certificate
STEP 3	Punctuality not improved (where below 90% medical evidence needed for any absence due to illness)	Parents/carers asked to meet with head teacher/member of SLT Notes of meeting kept (can be hand written and scanned) Use RECORD OF ATTENDANCE/PUNCTUALITY MEETING document (review in 6 weeks – if improved action closed, if not progress to Step 4)	Lateness Letter 3 invite to meeting with attendance certificate RECORD OF ATTENDANCE/PUNCTUALITY MEETING
STEP 4 Trust Attendance Improvement Officer involvement	Punctuality not improved and more than 15 lates in 12 week period	Parents/carers asked to meet with Trust Attendance Support Officer and member of school SLT School send request for involvement to Trust Attendance Support Officer with 1) Copy of Punctuality Intervention record 2) Copy of current attendance certificate 3) Copy of RECORD OF ATTENDANCE/PUNCTUALITY MEETING	
OTHER POSSIBLE STEPS			

Early Help	FPN/Statutory Action		
Punctuality Improves			Well done letter