



CARDINAL NEWMAN CATHOLIC SCHOOL

PUNCTUALITY TO SCHOOL POLICY

Reviewed September 2025

Cardinal Newman – Punctuality to School Policy

Introduction

- Cardinal Newman School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.
- The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- The school has established an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to punctuality.
- To meet these objectives Cardinal Newman School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Key Principles

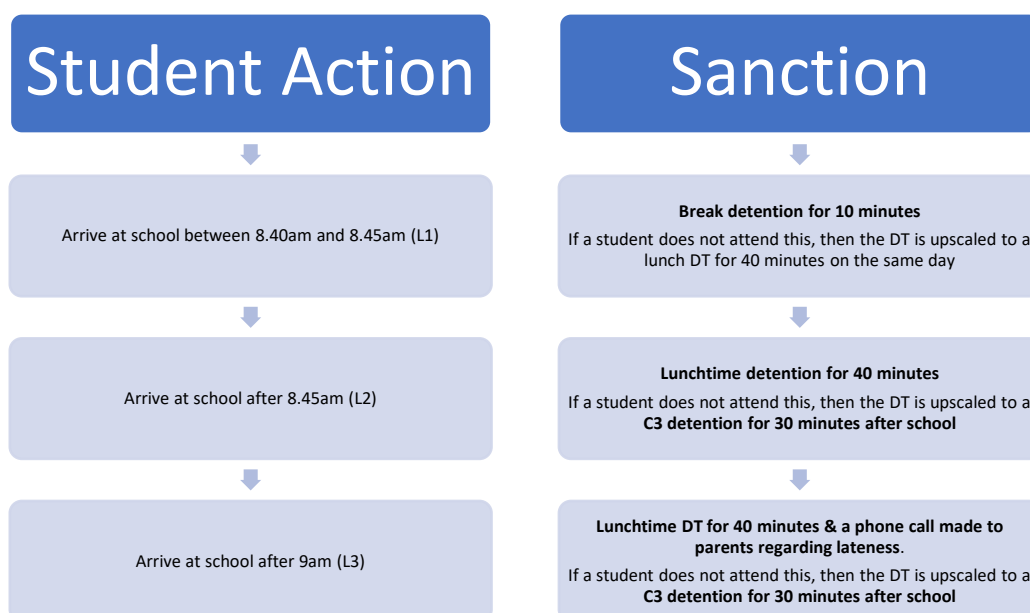
- We believe a positive attendance and punctuality culture is more likely to be achieved when all partners co- operate with each other.

Students	Parents	School
<ul style="list-style-type: none">• Arrive on time to school every day• Students are expected to be on site by 8.30 am and in classrooms by 8.40am• Tell a member of staff (e.g. Form Tutor, HOY) about any problem which is making it hard for them to attend school on time.	<ul style="list-style-type: none">• Encourage their children to attend school on time every day• Ensure that they contact school if their child is going to be late• Ensure that their child arrives in school fully prepared for the school day• Inform the school, in confidence, about any problem which might affect their child's punctuality	<ul style="list-style-type: none">• Provide a good quality education appropriate to their child's needs via a published timetable which necessitates regular and punctual attendance.• Record late arrival accurately on arbor and ensure that the school's sanctions policy is followed with regard to the allocation of negative points and detentions (where appropriate).• Make every reasonable effort to contact the parent when their child fails to attend school on time• Deal discretely and properly with any problem notified to the school by the parent.• Make every effort to encourage excellent attendance, punctuality and behaviour.

Punctuality and Lateness

- Students should be on school site by 8.30am
- Registration time in the morning starts at 8.40am and students must be in their tutor rooms by this time
- The school gates are locked promptly at 8.40am.
- The morning register will close at 10.00am, students arriving via Aylesford Gate between 8.40 & 8:45 will be recorded as late, given an L1 and attend a same day break DT for 10 minutes.
- Any students arriving after 8:45 will be recorded as late, given an L2 and attend a same day lunch DT for 40 minutes.
- Any student who arrives after 9am, will receive an L3 mark and will be issued with a lunch DT for 40 mins. Student reception will also call home to inform parents of their child's lateness to school.
- Students arriving into school after 10.00am will be issued a U code which is 'late after registration' mark. This is equivalent to an unauthorised absence for the session.

Punctuality process



Persistent lateness to school

Cardinal Newman School takes lateness to school very seriously, therefore if a student is persistently late to school then the following support will take place:

Scenario	Action by school
Student is late to school more than two times in one week	<ul style="list-style-type: none">• Tutor contacts parents to inform of the punctuality issue• Follow up letter sent to parents• Student to go onto tutor punctuality report for two weeks
No improvement – if a student receives 2 or more lates to school in a week, then the student is upscaled to a Head of Year punctuality report	<ul style="list-style-type: none">• Head of Year contacts home to inform parents• Follow up letter sent home to parents• Student to go onto Head of Year punctuality report for two weeks
No improvement	<ul style="list-style-type: none">• Parental meeting with Head of Year and Punctuality to school lead (SSN)
No improvement	<ul style="list-style-type: none">• Parental meeting with Head and Governor

Contacts for further information

- SLT link: Sarah Scanlon (Assistant Head of Personal Development – sarah.scanlon@hccmac.co.uk)
- Child's tutor
- Head of Year