

### **Policy for Promoting Punctuality.**

The school aims to promote punctuality for the following reasons:

- Teaching and learning are negatively impacted by students arriving late to class.
- Training in punctuality is good preparation for later life.

### **Procedures.**

- Students must sign in at the student office if they arrive in school after assembly has started in the morning at 8.45 am, or after 1.45pm when afternoon classes begin.
- A late stamp will be put in the diary and a record will be taken of whether or not the student had a valid note of explanation.
- A note of an appointment of a medical nature or important family business will be accepted as valid. Discretion may be allowed with regard to traffic conditions, the weather and other unforeseen circumstances.
- Students who have no valid note will be placed on lunchtime detention the following day. It will begin at 1.10p.m. and end at 1.35p.m. A detention stamp will be put in the diary.
- Junior cycle students will be given a detention for two lates in a half-term. Senior cycle students will be on detention for one late.
- Students on detention will be assigned a worksheet to complete during the allocated time.

### **Failure to attend detention**

If a student fails to attend detention the following procedures will apply:

- The Ceannaire will be notified by the teacher supervising detention.
- The student will be assigned a double detention. The Ceannaire will inform the student and he/she will register at the student office and two stamps will be put in the diary.

- If the student fails to attend the first or second of these detentions, without valid explanation being given to the Ceannaire, the Deputy Principal will place the student on morning detention i.e. 8am to 8.35am. At this point, a parent or guardian will be contacted.
- If the student does not co-operate with these procedures, he/she may be suspended. The student must be accompanied to school by a parent/guardian at the end of the suspension.

The above procedures will be applied with the aim of reducing lateness. The procedures are clarified to ensure transparent, effective implementation of the policy.

Signed off: 19<sup>th</sup> December 2013

**Review:**

The policy will be reviewed in December 2014.