



Lateness Policy and Procedures

Firrhill High School



At Firrhill High School, we promote positive attitudes towards punctuality. At the heart of this, is to raise awareness of the positive impact punctuality has on attainment, achievement and health and wellbeing.

Firrhill records and monitors persistent late coming and we identify any patterns of lateness and work together with pupils, parents and carers to address any concerns. At Firrhill, we combine this lateness data with other relevant information about our young people to implement the most appropriate intervention.

Lateness at Firrhill – Key Information:

A pupil who arrives late for an opening at Firrhill High School will be recorded under the following categories:

- **Late:** Arrives during registration.
- **Late:** After registration.
- **Late:** to timetabled class.

A record will be kept of when pupils arrive late or leave early from school. This will be managed through school procedures and recording on SEEMiS.

In line with the City of Edinburgh Council procedures to managing attendance, Firrhill High School will manage lateness and track progress to highlight any patterns to pupils and parents/carers. In circumstances where a pattern of lateness is emerging, further action is likely to be required. This will be a staged process.

Lateness Procedures

When is a pupil late?

- A pupil is deemed to be **LATE TO REGISTRATION** if they arrive after the 8.35 bell.
- A pupil is deemed to be **LATE AFTER REGISTRATION** if they arrive after the 8.45 bell.
- A pupil is deemed **LATE TO A TIMETABLED CLASS** if they arrive after an unacceptable length of time that is not in agreement with the classroom teacher.

When a pupil is late to timetabled (periods 1 – 7) class:

A pupil is deemed late to a timetabled class if they arrive at a time which is not appropriate/acceptable in agreement with the classroom teacher. Movement around the school and between classes will be taken into consideration. **Special** circumstances will also be taken into consideration (for example arriving from the PE block).

The classroom teacher will manage lateness along with their department, faculty and school procedures and systems. Pupils who are late will be marked on a SEEMiS register and monitored closely. Teachers will liaise with house teams and SLT to ensure that appropriate interventions are used. The Senior Leadership Team (SLT) will monitor period by period lateness when monitoring punctuality and will combine this information with late **to** and **after** registration data.

Staged Process in Recording, Monitoring and Improving Punctuality

Firrhill High School will work in partnership with parents/carers to ensure pupil's punctuality. This will involve open lines of communication with parent/carers to discuss any concerns or issues that are impacting punctuality. In line with our local approach to Getting It Right For Every Child (GIRFEC) the pupil will be included in this.

Once contact has been established with the parent/carer the school will explain the concerns and procedures in relation to patterns of lateness and agree a way forward.

For cases of persistent lateness *(please see note (a) below), it may be appropriate to begin the child planning process. The Senior Leadership and Pupil Support team will liaise with parents/carers and young people.

It is important to note that each case will be looked at on its own merit and the team around the young person will work in partnership to improve punctuality. Young people will also be actively involved in this process. The staged process is detailed below and will act as a supportive system to improve punctuality.

Stage 1: Action taken by Teaching/Administrative/Pupil Support staff/Senior Leadership Team:

- Record lateness data daily (teaching and administrative staff).
- Monitor lateness data.

Stage 2: Action taken by Senior Leadership Team/Pupil Support Staff:

- Monitor lateness data.
- Information letter will be sent out to parents/carers to highlight lateness.

Stage 3: Action taken by Senior Leadership Team/Pupil Support Staff:

- Monitor lateness data weekly.
- Discuss concerns with pupil and parent.
- Discussion at House team to discuss intervention.
- Time back.

Stage 4: Action taken by Senior Leadership Team/Pupil Support Staff:

- Monitor lateness data daily.
- Discussion at House team to discuss intervention.
- Parent/carer and pupil meeting.

***Note A –**

SLT may feel it appropriate to issue time back if there are a significant number of unexplained lates in a short period of time. In these cases – communication with parents/carers will be actioned to ensure all parties are kept up to date.