LATENESS

- It is best to establish the punctuality habit as early as possible. Start as you mean to go on!
- Pupils arriving late will miss important work and disturb the lesson for other pupils too.
- Your example is very important. If you are often late, why should your child do any better?
- Missing college impacts on pupil's achievements and grades.

HOW NOT TO BE LATE
A Pupil's Guide

1. Get organised – stick your timetable on a wall where everyone can see it.

2. Get your bag packed the night before.

3. Get an alarm clock/set your phone and set it early enough to have breakfast and get ready without rushing.

4. Go to bed at a reasonable time and turn off all 'gadgets'; TVs; I pads; Xbox etc. and put your mobile on 'night shift.'

IF YOU ARE UNAVOIDABLY LATE

- If you miss registration in the morning, sign at Pupil Services stating reason for lateness.
- Parents/carers will be informed that you arrived late to college.
- You will get a detention each time you are late.
- If you are repeatedly late then your parents/carers could be fined.
- If you need to discuss/speak with the attendance office please contact Mrs V Bayliss on 01543 502215 ext 233

PARENTS

If you have to leave for work before your child leaves for college, think about:

- Phoning to make sure they are getting up and getting on.
- Encouraging them to walk to college with a friend who will call at the house.
- Arranging a lift for them.

You will receive a text message if your child arrives late to college.

It is your responsibility in law to make sure they attend college and are on time.

Pupils arriving after registration has closed are recorded as absent for the whole session and you could be fined.

If your child will be arriving late, please let us know.

97%

We are aiming for over 97% attendance throughout the college.
Being at college as much as possible gives students the best start and the best chance of doing well. This means **ON TIME EVERY TIME**.

8:40am.

Regular lateness over a school year

- 5 minutes late every day = 3 days lost
- 10 minutes late every day = 6.5 days lost
- 15 minutes late every day = 10 days lost
- 20 minutes late every day = 13 days lost
- 30 minutes late every day = 19 days lost

If your child is late after registration closes they will be marked as U: Which means they have arrived at College after registration. A parent(s)/guardian(s) can be prosecuted if their child is late

01543 502215 [option 1]

07860876047 for text message only.

Please phone or text the numbers above to leave a message or email

absence@cardinalgriffin.staffs.sch.uk

Please inform us daily.

ON TIME

EVERY TIME

Attendance and Punctuality
At
Cardinal Griffin Catholic College

01543 502215 [option 1]

07860876047 for text message only.

absence@cardinalgriffin.staffs.sch.uk