



Oak Heights Independent School
3 Red Lion Court
Alexandra Road
Hounslow
TW3 1JS

OAK HEIGHTS SCHOOL

School Punctuality Policy & Procedure

Updated by Date: September 2025

To be reviewed every year

Headteacher: Mr S Dhillon

Oak Heights School Punctuality Policy & Procedure

Lateness

Poor punctuality is not acceptable. Students who are late disrupt their own progress and the learning of others.

How we manage lateness:

The school day is staggered to get all students in safely in and we expect your child to be in class at that time.

School opening time:

Year 7 to 11 is 8.30am

Registers

Late Procedures Registers are marked within the first 10 minutes of form time and your child will receive a late mark if they arrive in class after (850am).

Sanction Procedure

If a student is marked late parents will be informed via automated SMS and the student will be required to complete a 15 –60 minute detention on the same day. Failure to complete this detention will result in an escalation of sanctions.

If a child is late 2 times in one week an email is sent to parents informing them of this. They will also be informed that any additional lates will result in a meeting to discuss punctuality further.

If your child is late again after this initial letter you will be invited to attend a meeting with the Leadership Team to discuss the reasons for their lateness. If there is no improvement, then this will be escalated to The Head Teacher and you could be liable for a fixed penalty notice.

Very late students marked as unauthorised absent

According to DfE guidelines, registers must be closed after a certain time in the morning. Therefore, if a student arrives after 9.30am, they cannot receive a late mark but have to be marked as absent for the whole morning session. If the lateness is due to a legitimate reason e.g. a medical appointment, the absence can be authorised. Otherwise, the session is marked as an unauthorised absence. If not, this may mean that you could face the possibility of a Penalty Notice if the problem persists.

Parents can approach us at any time if they are having problems getting their child to school on time. Persistently poor punctuality may also be referred to the The Main Office / The Head Teacher.

THE SCHOOL'S SUPPORT FOR GOOD PUNCTUALITY

We place a strong emphasis on good punctuality; we support this by:-

- Giving sanctions to students who arrive late to school or lessons.
- Informing parents, by automated call, if their child arrives late for school.
- Awarding tutor points to tutor groups where all students have arrived punctually over a period of time.
- Senior staff patrolling the local shops first thing in the morning to encourage students not to loiter in these areas and make themselves late.
- Sending attendance records home to parents each term so that parents can monitor any lateness.
- Addressing issues of poor time keeping with individual students and their parents.

PARENTS'/CARERS' SUPPORT FOR GOOD PUNCTUALITY

We would ask parents to support us in maintaining good punctuality by:-

- Ensuring that their children get up in plenty of time to be ready and prepared for school.
- Ensuring their child has organised their bag and equipment the night before so that this does not delay departure in the morning.
- Discussing any issues of lateness to ensure this does not become a habit.
- Monitoring their child's attendance record when it is sent home and looking for patterns of lateness.

PARENTS AND CARERS: FAQs (FREQUENTLY ASKED QUESTIONS)

Why has my child been marked as absent for the whole morning when they arrived at 9.30am?

As stated above, DfE guidelines state that the register must be closed after a reasonable time in the morning. If arriving after 9.30am, a child will be marked as an unauthorised absence for the morning session.

Could I receive a fine if my child is persistently late?

If your child receives 10 or more unauthorised absences or does not meet their punctuality targets, you could be issued with a fixed penalty notice. This is £60 per parent if paid within 28 days, rising to £100 thereafter.

My child was only a couple of minutes late. It seems harsh that he/she should get a late mark.

The school has to abide by the rules and expectations laid down for all schools. Lateness for school (or work) is a failure to arrive on time and will be marked as such. We would encourage students to set off in good time so that any small delay does not cause them to be late.

Our whole family overslept and it is not my child's fault that he/she is late. Will they receive a late mark?

This cannot be taken as an acceptable reason for lateness so a late mark or unauthorised absence would be recorded, depending on the time of arrival.

My child has to catch the bus to school which is sometimes late. Will they receive a late mark?

Any lateness is recorded as thus on the register. We would advise that the child leaves earlier so that even if the bus is late, they will still arrive on time. If the bus is sometimes late, then it is not a reliable way to ensure arrival in good time.

Would you make any allowances for lateness if, for example, there were major traffic problems in the area perhaps because of an accident, so my car/the bus was unavoidably stuck in traffic?

The school cannot make allowances for the individual problem (however genuine it may be). However, it does make allowances when there are known reported major problems that effect a large number of people; very heavy snowfall would be one such example.

What if I phone up/email to say my child is going to be late? Would he/she still get a late mark?

Yes, they would still be marked late, but it is very helpful to know that you are aware and for us to know the expected time of arrival and reason for lateness.

If I know my child is going to be late, do I need to ring/send in a note?

It is very helpful if you do this. If your child is very late, they will be marked as unauthorised absence and your note may give an alternative acceptable reason to allow us to authorise the absence.

What do I do if I don't agree with your policy on punctuality?

Much of our attendance policy is designed to satisfy DfE regulation but as always, if you feel an approach is unfair or unreasonable, then you can write to the Headteacher and/or Governing Body asking for a review. However, whilst any such policy is in place, the school will operate as stated. If we do mark as absent after 9:30 this will also be taken more seriously if we need to refer to the council, as they do not see persistent lateness as an attendance referral issue.

Appendix A: Oak Heights Punctuality Procedure

