



St. Matthew's National School Cranfield Place, Sandymount, Dublin 4

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PUNCTUALITY PROCEDURE

This procedure document should be read in conjunction with the Attendance Policy.

AIMS

- Encourage punctual routines
- Identify pupils at risk
- Promote a positive learning environment
- Enable learning opportunities to be availed of
- Raise awareness of the importance of school punctuality
- Foster an appreciation of learning

ENCOURAGING PUNCTUALITY

The school gates open at 8.30am and children are supervised in their classrooms until the school day begins at 8.50am. This twenty minute period is a vital time that teachers use to do individual reading, assessment or give additional individual support in literacy or numeracy with pupils in their care.

At St. Matthew's N.S. punctuality is strongly encouraged. We encourage children to be in their classrooms, ready to begin their lessons at 8.45am. Lessons begin and the school bell sounds at 8.50am. If a child arrives into their classroom after this time, they are late for school. Children who arrive into school after the Roll Call at 9.10am are marked absent. -Children who are repeatedly late for school are missing out on individual time with their class teacher, social time with their peers and in some cases, considerable time is missed from lessons.

We are a welcoming school and encourage Pupil-Teacher Communication. We welcome parental involvement in this policy and would appreciate the parents of a child encouraging and enabling the child to be on time for school every day.

PROCESS FOR MONITORING & COMMUNICATING PUNCTUALITY

- From 8.30am – 8.50am, the classroom door will be open. At 8.50am, the school bell will sound and the classroom door will be closed by the teacher.
- Children in the preschool, Junior Infants and Senior Infants enter through the main door. Parents may accompany them as far as the classroom door.
- Children from 1st – 6th Class enter through the hall door by themselves.
- Children who arrive later than 8.50 enter through the front door by the school secretary.
- Class teachers will monitor and record pupils who are late and by how many minutes. This information will be recorded on Aladdin. This information is available for parents to view. Teachers aim to be as accurate as possible. Small discrepancies between sibling may occasionally occur e.g. due to the length of time of needed to take off coat, walk to the classroom etc
- If a child arrives to school after 8.50am more than three times in one term a meeting between the parent and class teacher will take place. A further two late recordings in a term will result in a meeting between the child's class teacher, parents and Principal.

- Statutory regulations state that when a child arrives to school after 9.10am, they will be marked absent. The amount of time missed will be recorded next to the absent box in the late column on Aladdin.
- We recommend that parents supply a brief note if their child is due to be significantly late for school, stating a valid reason (e.g. dentist) so that this can be noted alongside their absence on Aladdin.

Passed by Board of Management:	May 2005
Amended	May 2010
Amended	September 2018

Date of next review: September 2022