

# British Overseas School:

## Punctuality and Lateness Policy



### A. Introduction

Punctuality is a matter of courtesy, self-discipline and respect for others. It reinforces our commitment to creating an orderly, safe and purposeful learning environment. Late arrivals disrupt lessons, disadvantage the pupil concerned and diminish the learning of others. This policy sets out the School's expectations regarding punctuality, as well as the procedures and consequences that apply when these expectations are not met.

### B. Secondary School

#### Expectations for the Start of the School Day

The Secondary School day begins at 7.45am with Registration. Pupils are expected to arrive on campus in good time, ready to enter their form room before the register is taken.

A pupil is considered late if they arrive after 7.50am.

Pupils arriving after 8.00am may be refused admittance.

Parents are asked to support these expectations by ensuring that their child's morning routine allows for punctual arrival.

#### Consequences of Late Arrival

To underline the seriousness of repeated lateness:

- Two late arrivals in a single week will result in a Saturday detention. These are held on alternate Saturdays at 10.00am.
- Continued lateness will lead to a meeting with parents.
- Persistent offenders will have days of lateness recorded as unauthorised absences, with all associated consequences, including possible review of their place at the School.
- Persistent latecomers may forfeit participation in school trips, co-curricular activities and sports tournaments.

#### Punctuality to Lessons

The school day is divided into periods with regular breaks. Bells sound at the start of break, a five-minute warning sounds before break ends, and a further bell signals the end of break. Pupils are expected to be in class and ready to begin when break ends, not five minutes later.

There is no bell between lessons. Pupils must manage their time responsibly and move promptly and safely around the building.

Teachers take the register at the start of every lesson on HubMIS. Unexcused lateness to lessons may result in a detention at break, lunchtime or after school.

### Managing Lateness

Where lateness is habitual, the School may initiate the following steps:

1. Initial reminder to the pupil from the Form Teacher.
2. Communication with parents highlighting the concern.
3. Saturday detentions as outlined.
4. Meeting with parents to discuss causes and expectations.
5. Recording persistent lateness as unauthorised absence, which may put the pupil's place at risk.
6. Possible impact on eligibility for enrichment activities, team membership or school representation.

## C. Primary School

### Expectations for the Start of the School Day

The Primary School day begins at 7.45am with Registration. Pupils are expected to arrive on campus in good time, ready to enter their form room before the register is taken.

A pupil is considered late if they arrive after 7.50am.

Pupils arriving after 8.00am may be refused admittance.

Parents are asked to support these expectations by ensuring that their child's morning routine allows for punctual arrival.

### Managing Lateness

Where lateness is habitual, the School may initiate the following steps:

1. Initial reminder to the pupil from the Class Teacher.
2. Communication with parents highlighting the concern.
3. Meeting with parents to discuss causes and expectations.
4. Recording persistent lateness as unauthorised absence, which may put the pupil's place at risk.

5. Possible impact on eligibility for enrichment activities, team membership or school representation.

## D. Exceptional Circumstances

If a pupil is delayed by unavoidable circumstances (for example, a traffic incident affecting several families), parents should inform the Secondary Administration Office as soon as possible. The head of school may exercise discretion in these cases.

## E. Relationship to the Attendance Policy

Punctuality is recorded as part of the School's overall attendance procedures. Frequent lateness affects attendance percentages and may therefore trigger attendance interventions. The School expects all pupils to maintain at least 95% attendance, and this includes punctual arrival.

## F. Final Statement

Punctuality reflects character. It signals respect for classmates, teachers, and the School community as a whole. By working together – pupils, parents and staff – we ensure that the start of each school day is calm, ordered and fit for learning, and that every lesson begins as it should.