

Woodside Primary Academy

Punctuality Pathway

Punctuality Procedures

(*Pupils identified from weekly monitoring)

AO: 2 or more lates recorded (review within a 2-week period) - Send Letter 1: Impact of

NO IMPROVEMENT

No improvement within 2 weeks - Send Letter 2:

Invite parent for meeting with AO

(Improved punctuality – give out well done cards!)

IMPROVEMENT

On time every day for 2 weeks since: AO: Send POSTCARD (sharpen the saw – habit 7)

AO: to monitor for 2 weeks
Or Next absence

NO IMPROVEMENT (Monitor Within 2 Week Period)

- Increase of lateness (5 or more): Send Letter 3: Warning of fine and invite to meet with AHT (Target for improvement is agreed)

IMPROVEMENT

Present every day for 2 weeks since: Send POSTCARD (sharpen the saw – habit 7)

- 12 lates recorded- Letter 4: Informing parent of fine
- If no improvement set Pre SAP meeting to be held with Head of School