

# PUNCTUALITY POLICY

Adopted by the Board of Management St. Louis Community School,  
Kiltimagh June 2005

## 1. Rationale

Punctuality minimises disruption of work in the classroom

Punctuality is a discipline needed for school and life

Punctuality contributes to efficient school management

## 2 Implementation

- Students are required to be in school at 8.55a.m. and 1.40 p.m. on school days.
- The school bell will ring 5 minutes before the start of Class 1, Class 5 and Class 7 and at the beginning of each class period.
- Supervisors will encourage students on corridors and locker and toilet areas to move to their classrooms on time.
- Students who are late for Class 1 or Class 7 must sign the 'Late Book' in the office and have their School Journals stamped with a 'Late Stamp' by the office staff before presenting themselves in the classroom.
- Sanctions for lateness will be imposed by Class Teachers and Registration Teachers in accordance with the School's Code of Conduct - 'Sanctions Available to Teachers'
- Teachers will record persistent lateness by a student on the 'Class Discipline Record' and if there is no improvement the matter will be referred to the student's Year Head together with a copy of the student's 'Class Discipline Record'.
- Year Heads will impose sanctions for lateness in accordance with the School's Code of Conduct - 'Sanctions Available to Year Heads'.
- Year Heads and/or the Deputy Principal will use the School's standard letters to communicate with parents/guardians of students who are frequently late for school or for class.  
The Principal and Deputy Principal will monitor punctuality of students regularly throughout the School.
- Assemblies of class and year groups will be used to enforce the School's Punctuality Policy.
- Where a student is detained or withdrawn from class by a person in authority, he/she will be given a written explanation for his/her absence from class by the person who detains or withdraws the student from class. No student may be absent from class without such written authority.
- Wherever possible the Class Teacher will be given prior notice if students are to be withdrawn from class.