

PUNCTUALITY AND LATENESS

Preventing pupil/student lateness

Attendance4Learning®

Why being on time for school is important

Being on time is just as important as regularly attending school due to learning missed or being disrupted.

Being on time:

- Means children won't fall behind with their learning.
- Provides social time to settle into the school day before learning starts.
- Creates good habits for current, future learning (e.g. college & university) and employment.

Being late adds up

This chart shows how being late each day adds up with minutes equalling learning days lost.

| | |
|--------------------------|---------------|
| 5 minutes late each day | 3 days lost |
| 10 minutes late each day | 6.5 days lost |
| 15 minutes late each day | 10 days lost |
| 20 minutes late each day | 13 days lost |
| 30 minutes late each day | 19 days lost |

Tips for being on time for school

| | |
|---|-------------------------------------|
| Know your school's start times and keep updated about any possible changes. | <input checked="" type="checkbox"/> |
| Prepare school things (e.g. bag and uniform) the night before. | <input checked="" type="checkbox"/> |
| Ensure homework has been completed and packed ready. | <input checked="" type="checkbox"/> |
| Prepare lunches the night before. | <input checked="" type="checkbox"/> |
| Physical exercise and fresh air can help sleep. | <input checked="" type="checkbox"/> |
| Get sufficient sleep according to the recommended levels (see below). | <input checked="" type="checkbox"/> |
| Develop a bedtime routine and stick to it – regularity is key! | <input checked="" type="checkbox"/> |
| Avoid mobile and other electronic devices as they can keep us awake. | <input checked="" type="checkbox"/> |
| Set an alarm clock and keep it away from easy reach (to avoid it being switched off and causing lateness). | <input checked="" type="checkbox"/> |
| Include breakfast to give energy for the school day. | <input checked="" type="checkbox"/> |
| Make sure you have different travel plans just in case your usual route or method changes (e.g. due to road closures or bus cancellations). | <input checked="" type="checkbox"/> |
| Plan on leaving for school a few minutes earlier than you need to. | <input checked="" type="checkbox"/> |

What are your main reasons for being late?

| Reasons for being late | How I can change |
|------------------------|------------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Sleep hygiene in children and young people

If children are frequently late to school, this could suggest their sleep pattern is being disrupted. Things like playing video games, using social media, or using devices (e.g. phones or iPad's). Make sure these things don't disrupt sleep.

Being restless and not getting off to sleep can also be a sign of a possible health issue including children's mental health. Perhaps they're worried about something? It's important to talk through worries, and when required, seek professional help (e.g. online help, support from your GP, someone in school, or perhaps from one of the recognised charities or organisations – see below).

Some general tips

1. Don't drink caffeinated beverages after 3pm

Caffeine is a stimulant and can prevent getting a good night's sleep. Even some fizzy drinks have caffeine in them, be sure to check labels.

2. Avoid looking at screens for at least 30 minutes before you go to bed

The lights from screens signal to your body that it's not time to sleep, preventing you from getting off to sleep. If you use a phone or device as an alarm, try using a conventional alarm clock making sure to switch off phones.

3. Develop a routine so your body knows when it's time to wind down

A good bedtime routine can make it easier to fall asleep as our bodies get used to this pattern. Find out how much sleep you need (see table) and work to this. Once done, introduce some relaxing activities before bed (e.g. taking a bath, reading, writing in a journal).

| | |
|--------------------------|-------------------------------|
| Children 3 to 5 years | 10 to 13 hours including naps |
| Children 6 to 12 years | 9 to 12 hours |
| Teenagers 13 to 18 years | 8 to 10 hours |

4. Keep your room at a comfortable temperature

The recommended temperature for sleep is between 16 – 19 C (60 – 67 F).

5. If worried, try writing in a journal before sleep

You might be worried something at school, perhaps an assignment, friendships, or something at home, write these down to help clear them before bed. Be sure to talk with someone about your worries, as it's important that someone can listen to them and perhaps suggest ideas for support.

Links

<https://sleepcouncil.org.uk>

<https://thesleepcharity.org.uk>

<https://bedadvice.co.uk>

<https://www.youngminds.org.uk>

Legal implications of being late to school

If children are late after registration has closed this will give them an unauthorised mark, this is a **U code**.

A U code is given as the child or young person wasn't present at the time of registration – they were absent.

Schools will actively discourage lateness and be alert to patterns of late arrival – they will act as appropriate.

Legal action can be taken against parents regarding unauthorised absence marks (e.g. U code), it is therefore encouraged that parents ensure their child is on time.

Every minute counts!

A T T E N D A N C E P L U S

Attendance Plus is a private limited company that provides independent attendance support to maintained schools, academies, independent schools, and local authorities. We are specialists in the areas of school attendance, participation and engagement.

Phone: 07512 287262

Email: help@attendanceplus.co.uk

Web: www.attendanceplus.co.uk

Member:

Association for Education Welfare Management (AEWM)

International Network for School Attendance (INSA)

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