

## PUNCTUALITY POLICY

**Because of the new times we are including our Punctuality Policy for the awareness of Students and Parents/Guardians**

- A student with excellent punctuality will receive 1 merit every month.
- St. Clare's requires all students to give a dated note, from their Parents/Guardians, to the Deputy Principal to explain their lateness.
- When no note is submitted a student will receive 2 demerits.
- Red cards will be used from the beginning of Period 1
- No student should be admitted late to a classroom without a signed red card from Principal/Deputy Principal.
- If a student is late in the morning on 2 occasions in a week then his/her parents will be informed. St. Clare's will ask for the parent's co-operation in the matter. The student shall receive 1 demerit. *Exceptions may be made with regard to medical appointments (Appointment cards provided), extreme weather or valid personal circumstances.*
- If a student is late on 3 occasions in the month their Parents/Guardians will be informed and the student will receive a demerit. Students may be asked to remain at home until contact with home takes place. *Exceptions may be made with regard to medical appointments. (Appointment cards provided), extreme weather or valid circumstances.*
- Students who arrive late may be given extra written work and/or receive in-house suspension.
- Lack of improvement regarding punctuality may result in suspension from school.

(These changes have been approved by the Board of Management)