

LATENESS

procedures in school



Poor punctuality is not acceptable.

If a child misses the start of the day, they can miss work and time with their class teacher getting vital information and news for the day.

Late arrivals also disrupt lessons, can be embarrassing for the child and can also encourage absence.

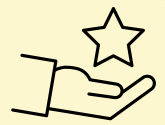
Good timekeeping is a vital life skill that will help our children as they progress through their school life and out into the wider world.

1. The school day starts at 8.50am

Gates open at 8.40am and your child is expected to be in class by 8.50am

Registers are taken at 8.50am and if your child is not in at that time they will receive a late mark.

2. Registers are taken



3. Parent responsibility

Parents/carers must recorded the reason for the lateness in the book.

If children are late, parents are expected to bring them to the school office and sign them in the late book .

4. Reasons for lateness



5. Tracking

If there are concerns about lateness, an action plan will be put in place by the parent and the head teacher. This will be monitored for improvement.

Lateness is tracked and monitored by the office. If it is regular then a meeting with the head teacher will be arranged.

6. Concerns



7. Communication

Always speak to school if you are struggling to get to school on time. We will help where possible.

8. Support



If the lateness persists, we will offer support and engage other agencies where needed. This could be: School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family Solutions or Social Care