



Lateness

This flow chart should be read in conjunction with the school's Attendance Policy and Drop off and Collection Policy.

We expected all children to arrive in school on time and with their required equipment. The school gate and doors open at 8:45am and will close promptly at 8:55am. This 10-minute window is sufficient to allow for all pupils (including Nursery) to arrive safely. The registers close at 9am.

Please see below a clear timeline for arrival:

8.45 - 8.55 - Front door open. Pupils/Parents/Carer to enter through main entrance.

8:55 - Front gates closed - Pupils arriving after this time must be signed in at the school office by an adult. A full reason for the lateness must be provided. Mrs Dalton or a member of our Senior Leadership Team will be in the entrance to welcome children and speak to parents if required.

Pupils arriving 8.55 - 9am will be recorded as late on the registers.

After 9am - Children arriving at this time will be recorded as late after the register closed and this is recorded as unauthorized absence.

We closely monitoring the punctuality of all children who arrive after 8:55am. If you are consistently late and therefore your child is late for their learning or disrupting the learning of others, Mrs Dalton will offer to support you with getting your child to school on time; this could include suggesting attendance at breakfast club or offering advice on your morning routine.

It is vitally important that your child arrives at school on time as lessons start promptly. Children who arrive after this time often find it difficult to catch up with their learning.

Nursery

Nursery arrival times are the same as main school 8.45-8.55am.

Nursery collection through the main entrance gate is at 11.45am and the gate closes at 11.55am.