



Punctuality and Lateness Flowchart

- Being 10 minutes late each day means a total of 6 days learning are lost each year.
- Being 30 minutes late each means 18 days learning are lost each year and unauthorised absence.

Gates open at 8:20am
Children line up with and walk in with their teacher
Children walk in at 8:35am

Gates closes at 8:30am
Children arriving after 8:30am will go into school via the office.

Registers are marked by the teacher at 8:30am

Children arriving after 8:30am will be marked as L for late.

Children arriving after 9:00am will be marked as U, which is late after registers have closed. U is classed as an unauthorised absence.

If a child is late 5 times in a half-term:

- Letter home
- Phone call from attendance officer to offer support

If a child is late 10 times in a half-term:

- Letter home
- Phone call from member of senior leadership team to offer support

If a child is late 20 times in a half-term:

- A face-to-face meeting with a member of the Senior Leadership Team