

Daven Primary School Lateness Strategy

Objectives of Lateness Strategy

- Improve punctuality and attendance.
 - Reduce disruptions to teaching and learning.
 - Support families in overcoming barriers to punctuality.
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Lateness Strategy for Daven Primary School

1. Clear Policy and Expectations

- Define what constitutes "late" (after 9:00am (L) and after 9:20am (U)).
- Set out the consequences of persistent lateness (more than 3 in a half term).
- Make expectations clear to students, staff, and families through newsletters and website.

2. Daily Monitoring

- Use registers to track lateness daily.
- Designated attendance lead monitors patterns.

3. Tiers of Intervention

Tier 1: Universal Prevention

- Morning routines: Warm welcomes and engaging activities to encourage early arrival.
- Positive reinforcement: e.g. punctuality awards for best class, most improved punctuality over a half term.
- Regular communication: Highlight the importance of punctuality in assemblies and newsletters.

Tier 2: Early Intervention (after 2 lates within a half term)

- Phone calls or notes home after repeated lateness to be identified by attendance lead and class teacher to communicate with parents/carers.
- Informal meeting with parents to discuss challenges and offer support.
- Offer practical support (e.g., breakfast club, transport info).

Tier 3: Targeted Support (after 3 lates within a half term)

- Develop a punctuality plan with the family.
- Involve pastoral lead/ELSA TA where necessary.

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- Regular check-ins and progress monitoring through timely review punctuality plan.

Tier 4: Formal Action (if no improvement from targeted support)

- Formal letters to parents.
- Meetings with school leadership/EWO
- Involve local authorities if there's persistent, unaddressed lateness for U codes (late after 9:20am)

4. Whole-School Initiatives

- Visual display for attendance and lateness.
- Most improved punctuality over the half term.
- School-wide punctuality weeks with themes or prizes once a half term selected strategically.

5. Partnership with Parents

- Communicate openly and empathetically.
- Understand the root causes (e.g., transport issues, family routines).
- Encourage two-way feedback.

Tools & Resources

- Arbor and Insight for tracking.
- Templates for lateness letters.
- Access to breakfast/after-school clubs.
- Information on support from outside agencies.