



# **Punctuality Policy**

## **For the late arrival of children and collection of children of Holywell Village First School**

Punctuality Policy

Late arrival and collection policy

Approved by Holywell Village First School Governing Body

February 2019

Why do children need to arrive on time for school?

- To commence learning promptly to ensure all pupils have the opportunity to achieve their best.
- To form good habits around punctuality

This policy aims to provide clear guidelines for staff and parents/carers on the late arrival and collection of children at school.

### **Introduction.**

School commences at 8.55am for all children from Reception to Year 4

School commences at 9am for children from Nursery

In Early Years (Nursery and Reception) parents/carers bring their child into school through the early years entrance/exits and handover their child to the teacher/teaching assistant.

In years one to four children line up in the playground and are collected by the class teacher/teaching assistant at 8.55am and taken into school.

Registration takes place from 8.55am to 9.10am (9am to 9.10am for Nursery). Children arriving after this time will have to register at the main school office. Children will have to be signed into the late arrivals book by their parent/carer, stating the reason for lateness and time of arrival before being taken to class.

### **Procedures when a child arrives late.**

Administrative staff will document the time of arrival in the 'late arrivals' book after parent/carer has documented reason for lateness. Lower school children (Nursery and Reception) will be escorted to class by administrative staff.

After 9.10am until 9.15am children will be marked as late in the register. Children who arrive after 9.15am (official closing time of the school registers) are marked 'absent' and will be recorded as having an unauthorised absence if no reasonable explanation can be offered (e.g. a medical appointment). All late arrivals are recorded on the end of year reports.

Administrative staff will collate a record of late children for every class and monitor accordingly. This record will be shared at briefing meetings where necessary.

After 5 late arrivals parents/carers will be invited to a meeting to discuss the late arrival of their child. (Appendix A)

The situation is monitored and if it persists and is not seen to improve the Head teacher will contact parents/carers to arrange a meeting to discuss the situation.

Following late arrivals of 10 or more the Education Welfare Officer (EWO) will be contacted by school and will receive a referral from school outlining concerns.

The EWO will then contact families to follow up concerns and outline actions to be undertaken.

### **Late collection**

We expect children to be collected at the end of the school day (or session) –

- On time
- By a responsible adult aged 16 years or over
- By an adult known to staff
- From the school premises

Any change to the usual arrangements must be made with school staff via the office or the class teacher.

If children are not collected from class or playground by 3.10pm they are taken by the class teacher or teaching assistant to the school office to be collected by a parent/carer or responsible adult.

Children attending after school clubs who fail to be collected within 10 minutes of the club ending are taken by the club leader or school club co-ordinator to the school office to be collected by a parent/carer or responsible adult.

Their name and class will be logged and the parent/carer may be requested to join a senior manager to discuss their late collection.

Children not collected within 15 minutes of the end of the school day or after school club, parents/carers to be contacted by Office Manager or Club Co-ordinator.

If children are not collected by 4pm (or one hour after the end of any after school club) the matter will be reported to Children's Services.

If a child is collected late more than five times in a term the matter is a cause for concern and may be referred to Children's Services.

### **Late collection of part time nursery pupils.**

Part-time pupils attend nursery from 9am to 12.00pm. If pupils are not collected from class on time they are taken by the class teacher or teaching assistant to the school office.

Their name and class will be logged and parent/carer will be requested to join a senior manager to discuss their late collection.

Due to the age of the nursery children, if they are not collected by 1pm or have been late on more than three occasions with no prior warning the matter will be reported to Children's Social Care team.

Date adopted by governing body

3<sup>rd</sup> February 2015

Amendment date:

30<sup>th</sup> January 2019

Date:

Child's Name..... Class  
.....

Dear parent/carer

..... has been late for school  
..... times during the period  
.....  
.....

I am sure you can appreciate the affect this number of late attendances is having on your child's education and therefore would like to arrange a meeting with you on

..... at  
.....

to further discuss school's concerns and support we may be able to offer.

If you are unable to attend this meeting please contact the school office to arrange another appointment.

I look forward to meeting with you.

Yours sincerely

Mrs. E Reed

(Appendix B)

Date:

Child's Name..... Class  
.....

Dear parent/carer

..... has been late for school  
..... times during the period  
.....  
.....

Having already discussed this matter with you, you are aware of the affect this number of late attendances is having on your child's education and therefore I would like to arrange a meeting with you on

..... at  
.....

Should this matter not improve, a referral to the Education Welfare Officer will be made. I would like to discuss my concerns and see if there is any support we may be able to offer.

If you are unable to attend this meeting, please contact Mrs Reed (Office Manager) on 0191 2370384 to arrange another appointment.

I look forward to meeting you.

Yours sincerely

Mrs. S Brett  
Head Teacher