



Punctuality and Lateness



You and the law on
School Attendance

All schools set a time for the start of their day and at Shiphay Learning Academy the following applies:

- The playground and Field gates open at 8.40
- Classrooms are open shortly afterwards
- Registration opens at 8.55



This information is contained within our Prospectus, which can also be found on our school website www.webfronter.com/shiphayschool/torquay

Every school, by law, has to register pupils twice in the day; first thing in the morning at the start of the school day and at the beginning of the afternoon session, directly after the lunch break. Your child must be present at both registration times to be given an attendance mark. We need to know that pupils are on site to ensure their learning needs and their safety are provided for.

Schools are able to decide a reasonable time for registration, which will ensure that teachers have enough time to register pupils and carry out any other task as is necessary e.g. completing the dinner register. During that time pupils will also be set tasks or participate in learning support sessions. If your child is late they miss out on valuable learning time.

Late before register closes

- If your child arrives at school after the start of registration time but before the end of this time, they will be given a late mark with a code L. This means that we accept the explanation given for the late arrival as valid and reasonable e.g. a car breakdown, a one-off family difficulty.
- Children who are late in the morning must go to Families Reception to register for school and for lunch and to collect a 'late card' to take to their class teacher so that they know that the child has registered. If they are late in the afternoon, they must go to Visitors Reception.
- If your child repeatedly arrives late with the same or similar explanation or no explanation at all, we can decide not to authorise the lateness and the mark in the register will be the letter U, which represents an unauthorised absence.

What will happen if my child is late before the register closes?

- If your child is late due to exceptional circumstances, no action will be taken. If your child is late frequently with the same or similar explanation, we will ask

to meet with you to identify any issues that are causing your child to arrive late at school. If your child still arrives late we may decide not to authorise the late arrival and enter an unauthorised late mark.

- Our School Attendance Policy sets out the procedure that will be followed if a child is frequently late before the register closes and has unauthorised late marks.

Late after registration closes

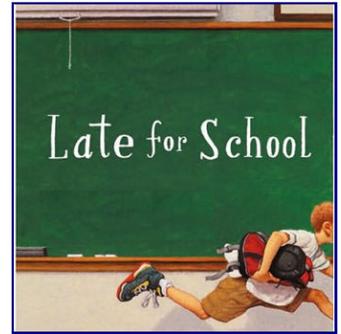
- The Government advises that schools can keep the register open for up to thirty minutes and that is the amount of time we have chosen. Therefore registers close at 9.25 and thirty minutes after afternoon registration, which differs from Team to Team.
- If your child arrives at school after the register has closed and we do not accept the explanation, the code U (unauthorised) will be used. If your child is frequently late after the register is closed, we shall ask to meet with you to discuss ways to improve your child's punctuality.

What happens if my child has unauthorised late marks in the register against their name?

- If your child has ten or more unauthorised late marks against their name in the register (accrued anytime after the beginning of registration over sixty school sessions; there are two sessions in a day) and we have not been able to work with you to improve your child's attendance, we shall refer the matter to our Attendance Improvement Officer. We may then decide to issue you with a Penalty Notice Warning, which gives 15 school days for you and your child to ensure that they arrive at school on time. If there is no significant improvement during the fifteen days, a Penalty Notice will be issued that will require you to pay a fine of £60 within 28 days. If the fine is not paid within the 28 days, the fine will increase to £120 and must be paid within 42 days from the date the notice was issued. If the fine is still not paid, you may be prosecuted under Section 444 of the Education Act 1996, not for the non-payment of the fine but for failing to ensure that your child attends school on time. There is no appeal process against the issuing of a Penalty Notice.

Your child's education is important and being late will mean:

- Missing the beginning of lessons
- Not hearing important information about school and lessons
- Lessons disrupted for other children in the class when your child arrives late



And could mean:

- Not being able to complete work because your child missed vital information
- Your child being embarrassed at having to enter a room where a lesson has already started
- Being late for the start of important assessment work or tests
- Your child failing to learn an important life skill as employers will expect good time keeping and children need to learn this from an early age.

Research has shown that there is a close link between attendance at school and a child's achievement. Being late adds up to a loss of learning:

- If your child is 5 minutes late every day, that adds up to over three days lost each year
- Your child being 15 minutes late every day is the same as being absent for 2 weeks per year
- All time out of school affects learning and achievement for all pupils. For their sake, please make sure that your child arrives at school on time.