



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 8.30am when children may come onto the school site accompanied by parents or carers (Y5 & Y6 can wait on the tarmac area inside the field gate.)**
- **Classrooms are open at 8.40am**
- **Registration opens at 8.55am**

This information is contained in our Attendance Policy, which can be found on our school website www.shiphay.com

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 again at the beginning of the afternoon session, directly after the lunch break. Your child must be present at both registration times and they are given an attendance mark for each session. 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 registration closes

- If your child arrives at school after the start of registration time (8:55am) 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 at the front of school to register for school and for lunch. They will then be taken to class.
- If your child is late due to exceptional circumstances, no action will be taken.
- If your child repeatedly arrives late with the same or similar explanation or no explanation at all, we will send the first 'Lateness' letter to bring this to your attention and we will expect to see a rapid improvement in their punctuality.
- If no improvement is seen and your child continues to arrive late, we will ask to meet with you to identify any issues that are causing your child to arrive late at school. We may

decide to implement an Attendance Improvement Contract with specific targets for you and your child to achieve regarding punctuality.

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

Late after registration closes

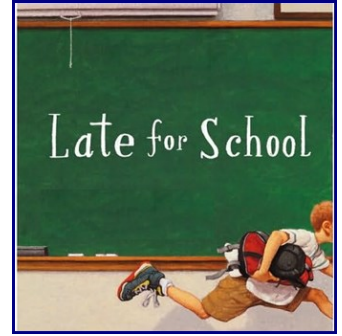
- The Government advises that schools can keep the register open for up to thirty minutes. Our registers close at 9.15am and thirty minutes after afternoon registration, the time of which differs from Team to Team.
- If your child arrives at school after the register has closed and we do not accept the explanation, the code U (unauthorised) will be used. If your child is late on several occasions 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 (ten in a six month period) and we have not been able to work with you to improve your child's attendance, we are required to refer the matter to the Local Authority Attendance Improvement Officer. This could result in the issuing of a Penalty Notice per parent/carer, per child. If a Penalty Notice is issued it carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. Part or late payments cannot be accepted and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being instigated for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996.

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
- An un-settled feeling for your child as they have missed the routines from the beginning of the day
- No opportunity for them to greet their friends and be part of the social aspect of the beginning of the school day



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.