

Late To School Procedures

Time	Procedure
8:20am	<ul style="list-style-type: none"> Students should be in the building at 8.20am A movement bell rings to signal to students they should be moving to lesson 1
8:25am	<ul style="list-style-type: none"> Lesson 1 starts and a second bell rings Teachers start taking the register. This is a legal document
8:25am-8:45pm	<ul style="list-style-type: none"> Students who arrive to school at 8.25am or after are Late to School (LTS) and will be marked as late on the register Students must sign in at the Late Desk at the student entrance LTS will be stamped in their planner Students who fail to sign in at the Late Desk will be issued a full day in inclusion
8:45am	<ul style="list-style-type: none"> Morning registers close Students arriving after this time will be recorded as an unauthorised absence for the morning Students arriving after 8:45am need to sign into school at the Main Reception as the Late Desk at Student entrance will be closed LTS will be stamped in their planner Students who fail to sign in at the Late Desk will be issued a full day in inclusion

Please note that lateness due to medical appointments will not be recorded as late provided that the student brings evidence of their medical appointment.

1 st late in a half-term	<ul style="list-style-type: none"> A Late to School (LTS) stamp will be recorded in the student's planner A text will be sent to notify the parent/carer that the student was late
2 nd late in a half-term	<ul style="list-style-type: none"> A Late to School (LTS) stamp will be recorded in the student's planner Warning given by Attendance Strategy Leader at the Late Desk A text will be sent to notify the parent/carer that the student was late
3 rd and all subsequent lates in a half-term	<ul style="list-style-type: none"> The student will be issued with a same day detention which will be for 35 minutes after school from 2.50- 3.25pm A Late to School (LTS) stamp will be recorded in the student's planner with the detention date A text will sent to notify the parent/carer that the student was late and will be in detention after school on that day
Frequently late 8+ times in a half-term	<ul style="list-style-type: none"> The School will contact parent/carer to discuss the persistent lateness The student will be put on a White Punctuality Report, for a fixed period of time and will report daily to the Attendance Strategy Leader
Persistent lateness	<ul style="list-style-type: none"> The Attendance Strategy Leader and Deputy Headteacher will have a meeting with Parent/Carers to address concerns and agree action(s) The School may refer the family to external agencies such as Horsforth Children's Services and North West Area Inclusion Partnership (NWAIP) for family support or early help