

## Punctuality and Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good timekeeping is a vital life skill which, will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher. **The times of the start and close of the school day for all pupils at Brookland Junior School are:**

- Classroom Doors Open: 8.40am
- Registration starts: 8.45am
- Registration closes: 8.55am
- End of the school day: 3.10pm

### **Registration - How we manage lateness:**

- The school doors are opened at 8:40am and pupils are then expected to enter the school building and make their way to their classroom.
- Registers will be taken at 8.45am and at 12:45pm. They must be marked in accordance with the list of symbols set out and recorded via Arbor.
- Pupils who arrive between 8.45am and 8.55am will be marked as 'late' but counted as present for that session (Code L).
- Registers close at 8.55am and at 1:55pm. If a pupil does not arrive before the register is closed, he /she will be marked as "absent".
- Children who arrive after 8.55 am must be signed in via the main office for purposes of emergency evacuation etc.
- Pupils who arrive after the register has closed at 8:55am and a parent provides a satisfactory explanation will be marked as 'authorised absent' for that session.
- Pupils who arrive after the register has closed and parents fail to provide a satisfactory explanation will be marked as 'unauthorised absent' for that session (Code U).

*If your child has a persistent lateness record, you may be asked to meet with the Headteacher, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality. Unauthorised lateness could result in the school seeking advice and guidance from the Local Authority.*