



Improving Punctuality and Attendance – Reminders to Parents
(When, What and Who)

This guidance applies where a child is late for school or not collected after school and unexcused absent

School starts at 7.30am and finishes at 2.30pm promptly.

For more details, please see the full Attendance and Punctuality policy on our website.

Number of occasions /half term	Action	Person responsible
1 st occasion	Lateness - Verbal prompt to child/parent Un excused absence – SMS sent to parents	Homeroom Teacher Admin assistant
2 nd and 3 rd occasions	Lateness - 2 nd & 3 rd -Note in class dojo Un excused absence – SMS sent to parents Lateness - 3 rd -Student meet Social Worker Inform parents by call 3rd Un excused absence – phone parents	Homeroom Teacher S.W. Admin assistant
4 th occasion	Lateness and un excused absence Notify Coordinator/VP Letter home to parents Copy of letter in child's file	Homeroom Teacher Homeroom Teacher S.W
5 th occasion	Lateness and un excused absence Notify Vice Principal\Principal Parents meeting	Homeroom Teacher Vice Principal Social Worker
6 th occasion	Lateness and un excused absence Notify Principal Student working during the break (representative)	Vice Principal Homeroom Teacher
More than 6 occasions	ADEK is informed - Action is at discretion of Principal	

Please note: ALL late attendance and absences are recorded and displayed in a percentage on students' end of term/end of year academic reports.