

A school where every child can



Kirk Langley CE Primary School

LATENESS POLICY

Version History	
Date	Detail
May 2018	Agreed by staff Approved by Governors
Reviewed Autumn 2020	Agreed by staff Approved by Governors
Reviewed Autumn 2021	Agreed by Staff Approved by Governors
Reviewed Autumn 2022	Agreed by Staff Approved by Governors
Reviewed Autumn 2023	Agreed by Staff Approved by Governors
Review Auttumn 2024	

Kirk Langley is a Church of England Primary School and our family believe that 'Every Child Can Shine.' Our visions and values, built on the living Gospel of Christ within daily life, are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils in being respectful, confident, thriving citizens.

Daniel 12:3

'Those who have insight will shine brightly like the brightness of the expanse of heaven, and those who lead the many to righteousness, like the stars forever and ever.'

We aim to provide a thriving, inspiring and stimulating learning environment where children achieve the very best they are capable of because all the staff value their different learning styles. Kirk Langley Church of England Primary School is committed to Christian values where children, parents/carers and our community know us by our actions.

Within a Christian ethos we aim to:

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners that are prepared to be challenged and take risks in a diverse and ever changing world.
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and engaging.
- Use a variety of teaching strategies and resources effectively and creatively; encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability.
- Strongly believe in the partnership of parental involvement in the education of our pupils.
- Demonstrate and foster respect for ourselves and others within the school, local community and the global community.
- Respect the belief of others and celebrate cultural diversity.
- Encourage spiritual and moral values.
- Explicitly promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs through a 'living' curriculum.
- Value each child as an individual within the school and respect personal beliefs.

Late/Absence Procedures

- Late/Absence Procedures

On rare occasions children can arrive late for school and usually this does not affect their learning or the learning of others.

- However, when arriving late becomes more frequent or generates a pattern over time, the child's well-being is affected. Routines and structures keep children safe and this has a positive impact on their attitudes to learning. Being organised and ready to start learning alongside the whole class is crucial to self-esteem and progress. When children arrive late on a regular basis, not only do they miss the registration task input, but over time their confidence is affected.
- Work missed may need to be caught up by the child at break/lunch time
- Our school does provide early morning provision at 8:05am at £3 and after school provision until 4:30 pm at £5 per session (Monday to Thursday). Parents who have had to transport children both to secondary and primary schools have found this invaluable in ensuring their children are either ready for the school day or supervised by known adults after the end of the school day.

- **School Procedures for Recording and Monitoring Attendance**

- Our School has a statutory responsibility to record and monitor the punctuality and attendance of pupils.
 - •Drop off is between 8:40 and 9 a.m.. The class teacher will take a register recording who is present and absent from **9:00 a.m.**. At **9.10 a.m.** the register will be closed and any lateness will be recorded by the office.
 - •Any late pupils should enter the school through the entrance to the school office. If any pupil arrives late, the office staff will record details in a late book. The record should show name of the pupil, class and time. The register officially closes at **9.15am** and any pupil arriving after this time will be marked absent for this session. A reason for the lateness will need to be provided and a decision made by the school to mark it as an authorised or unauthorised absence.
- If parents/carers do not get in contact with school, the office will follow this up with phone calls from 9.20am.
 - •The afternoon session starts at **1.20pm**. The register will be taken again.

- ●Reasons for absence will be recorded using the Department for Education's attendance codes.