



Grove School

## **Policy for the Late Arrival and Collection of Children.**

November 2018

Mission statement:

**"Enjoy, learn, achieve"**

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## **Policy for the late arrival and collection of children at Grove**

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## Why do children need to arrive on time for school?

- To commence learning promptly to ensure all pupils have the opportunity to achieve their best;
- To form good habits around punctuality;
- To support each child's transition from home to school.

### A **Aims of the policy**

- To provide clear guidelines for staff and parents on the late arrival and collection of children at school.

### B **Procedures for late arrival at school for the start of the school day**

The school day for part time nursery pupils (morning) starts at 8.30am, doors to the main school entrance are open at 8.30am. Nursery pupils are registered at 8.45am. Part time afternoon sessions for nursery pupils starts at 12.15pm. Parents are requested to bring children to the front gate in the lower school building. The children will be welcomed and collected by their nursery staff. If pupils are late arriving for nursery an administrator will register your child as late and take them to class.

School commences at 8.45am for all children in Reception to Year 6.

The school is accessible for all pupils from 8.30am onwards. Doors are opened by staff and pupils in reception to year 6 are welcome to come into their class and take part in reading activities.

At 8.45am registration has commenced in classrooms and therefore any pupil arriving after 8.45am is late. Parents are requested to register their children at the school gate in lower school with a member of the administrative team. Children will be taken to their classroom by an administrator and handed over to the class teacher. The child is marked as late on the school register. Late children in upper school come into school via the upper school office.

Arrival after 9.15am is recorded as unauthorised unless parents have an authorised reason for the late arrival at school.

The number of late arrivals in school is recorded on each pupil's end of year report.

Registration takes place at 8.45 to 8.50am. The school uses SIMS, an electronic registration system.

Any pupil who arrives late in school after 9.15am is recorded as unauthorised late. This is recorded on the pupil's end of year report.

### **Monitoring of late arrival in school**

Administrative staff collate a record of late children for every class, every week. This record is given to the class teacher and is discussed at pastoral meetings

- A) If a child is late arriving in school on more than 5 occasions school will write a letter of concern to parents
- B) The situation is monitored and if the child has one more late arrival in school parents will receive a letter from the class teacher inviting parents to a meeting to discuss school's concerns about attendance
- C) If a child arrive late in school and accumulates 10 late arrivals, the Assistant Head Teacher will write to invite the family to an Early Help meeting.

An Early Help meeting explores the circumstances leading to late arrival in school and whether the family/parent would benefit from additional support from school and /or external agencies.

### **Procedures for late collection at the end of the day**

At 3.15pm in lower school the main doors into the school area are opened and parents are invited to collect their child from nursery to year 3 from the class teacher. This is an ideal time to exchange information, share and celebrate successes and meet on a more formal basis if there are any concerns.

Year 4 pupils are brought from the year 4 department into the playground and dismissed by year 4 staff. The three classes in year 4 have an area allocated in the playground for dismissal.

In nursery – year 4 staff record that each child has been collected and the relationship of the person collecting a child. If the person who comes to collect a child is different to the person listed on out collection form and SIMs system the teacher dismissing the child will request parents are contacted to authorise the dismissal to a new adult.

Children in nursery – year 4 should be collected by a person who is 18 years of age or above.

In Years 5 and 6, pupils are escorted through the cloakroom areas and outside to the front of the upper school building to be dismissed to walk home alone or be collected by a parent.

In lower school the doors are closed at 3.30pm.

If a child has not been collected by 3.30pm they are recorded as late in the late log book by the administrators on duty.

Administrators wait in the front playground with the late pupils for the parents to arrive.

Children collected late from upper school will be taken into the reception area by upper school office and parents will be telephoned.

If a child has not been collected by 3.30pm in upper school they are also recorded as late in the late log book by the administrator on duty.

The school day finishes at 3.15pm. Late collection of a child can be distressing and emotionally upsetting for a child. Parents are kindly reminded that after 3.30pm staff in school are planning and preparing for the following day, late arrival of parents hinders the work of the school and repeated collection of children after 3.30pm may indicate a safeguarding concern to staff.

If a pupil is not collected by 3.30pm and we have not heard from parents school may contact social services since this may be a safeguarding concern.

### **Monitoring of late collection at the end of the school day**

Administrative staff collate a record of late collection of children for every class every week. This record is given to the class teacher and is discussed at pastoral meetings

- A) The year group leaders use this information to monitor late collection of children in school. After 5 late collections parents will be invited to a meeting to discuss the late collection of their child in school by year group leaders.
- B) The situation is monitored and if the child continues to be collected late accumulating 10 late collections, the Assistant Head Teacher will write to invite the family to an Early Help meeting.

An Early Help meeting explores the circumstances leading to late collection in school and whether the family/parent would benefit from additional support from external agencies.

(Appendix A)

Date:

Child's Name: ..... Class: .....

Dear Parents,

..... has been late for school ..... times during the period  
.....

I am sure you can appreciate the affect this number of late arrivals is having on your child's education and therefore I would like to arrange a meeting with you on

..... at .....

to further discuss schools concerns and support we may be able to offer.

If you are unable to attend this meeting please contact school on 0121 464 4669 to arrange another appointment.

I look forward to meeting you.

Yours sincerely,

Class teacher

Date: \_\_\_\_\_

To the parents of \_\_\_\_\_

Dear Parents,

I would like to invite you a meeting to complete an Early Help for

\_\_\_\_\_

On: \_\_\_\_\_

At: \_\_\_\_\_

Venue: \_\_\_\_\_

The purpose for the meeting is to identify areas in which you may need support in order to ensure \_\_\_\_\_ meets with success academically.

School are currently concerned about \_\_\_\_\_ level of punctuality. A number of late marks have been recorded:

Academic year 2017-2018: \_\_\_\_\_

Academic year 2018 - 2019: \_\_\_\_\_

School may seek support from additional agencies for you to improve \_\_\_\_\_ attendance in school.

Please confirm your attendance by contacting school on 0121 464 4669.

Yours sincerely,

Assistant head teacher.



Date:

Child's Name: ..... Class: .....

Dear Parents,

..... has been collected late from school ..... times during the period .....

I am sure you can appreciate the affect this number of late collections is having on your child, as this can be distressing and emotionally upsetting for them and therefore I would like to arrange a meeting with you on

..... at .....

to further discuss school's concerns and support we may be able to offer.

If you are unable to attend this meeting please contact the school office on 0121 464 4669 to arrange another appointment.

I look forward to meeting you.

Yours sincerely,

Class teacher

Date: \_\_\_\_\_

To the parents of \_\_\_\_\_

Dear Parents,

I would like to invite you a meeting to complete an Early Help assessment for  
\_\_\_\_\_

On: \_\_\_\_\_

At: \_\_\_\_\_

Venue: \_\_\_\_\_

The purpose for the meeting is to identify areas in which you may need support in order to ensure \_\_\_\_\_ meets with success academically.

School are currently concerned about \_\_\_\_\_ number of late collections at the end of the school day

Academic year 2017-2018: \_\_\_\_\_

Academic year 2018-2019: \_\_\_\_\_

School may seek support from additional agencies for you to improve \_\_\_\_\_ the collection of your children from school.

Please confirm your attendance by contacting school on 0121 464 4669.

Yours sincerely,

Assistant head teacher