



Grove School

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

September 2020.

Mission statement:

**"Enjoy, learn, achieve"**

Dawson Road  
Handsworth  
Birmingham, B21 9HB  
Tel: 0121 464 4669  
Fax: 0121 464 0508  
E-mail:  
[enquiry@grove.bham.sch.uk](mailto:enquiry@grove.bham.sch.uk)

Headteacher: Mrs P Matty

## **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. *In the autumn term 2020 parents are requested to leave their child/ren at the school gate. Administrators will support children coming into school. Staff will support children moving through the school building. Children in nursery, reception and year 4 will enter through door 1. Children in Years 1,2 and 3 will enter through door 2.*

School commences at **8.50am** for all children in nursery 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 welcomed into their class and take part in reading activities.

*The session for nursery pupils is from 8.30am – 11.30am, morning part-time pupils and from 12.35-3.35pm afternoon part-time pupils.*

At **8.50 am** registration has commenced in classrooms and therefore any pupil arriving after **8.55am** 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. Children who arrive late in upper school come into school via the upper school office. They will be registered late by an administrator in upper school.

Arrival after **9.25 am** is recorded as unauthorised unless parents have an authorised reason for the late arrival at school. An unauthorised late arrival in school is counted as part of absence for the year.

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

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

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

Administrative staff collate a record of late children for every class, every week. The late arrival of children to school is monitored by staff.

- A) If a child is late arriving in school on more than 5 occasions school will write a letter of concern to parents. A child's teacher and/or teaching assistant will address concerns regarding punctuality with parents by arranging to speak to them.
- B) If a child arrives late in school and accumulates 10 late arrivals, the Year Group Leader will write to invite the family to a meeting to discuss school concerns about punctuality. Meetings with year group leaders are discussed with senior leaders in school. Leaders assess whether a family may benefit from 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.

Frequent late arrival to school is a cause for concern.

Information about Early Help can be found at:

[https://www.birmingham.gov.uk/downloads/file/5201/early\\_help\\_assessment\\_form](https://www.birmingham.gov.uk/downloads/file/5201/early_help_assessment_form)

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

*Dismissal arrangements for September 2020 have been changed to support government guidelines on social distancing.*

*The school will operate a staggered dismissal system. Parents are requested to wait at the designated school gate, children will be dismissed by school staff.*

*The revised arrangements are:*

<i>Year group</i>	<i>Time</i>	<i>Class and gate</i>	<i>Class and gate</i>	<i>Class and gate</i>
<i>Nursery morning</i>	<i>11.30</i>	<i>Red Gate 2 Front playground</i>	<i>Green Gate 1 Front playground</i>	<i>Yellow Gate 3 Back playground</i>
<i>Nursery afternoon</i>	<i>3.35</i>	<i>Red Gate 2 Front playground</i>	<i>Green Gate 1 Front playground</i>	<i>Yellow Gate 3 Back playground</i>
<i>Reception</i>	<i>2.45</i>	<i>Red Gate 2 Front playground</i>	<i>Green Gate 1 Front playground</i>	<i>Yellow Gate 3 Back playground</i>
<i>Y1</i>	<i>2.55</i>	<i>Red Gate 2 Front playground</i>	<i>Green Gate 1 Front playground</i>	<i>Yellow Gate 3 Back playground</i>
<i>Y2</i>	<i>3.05</i>	<i>Red Gate 2 Front playground</i>	<i>Green Gate 1 Front playground</i>	<i>Yellow Gate 3 Back playground</i>
<i>Y3</i>	<i>3.15</i>	<i>Red Gate 2 Front playground</i>	<i>Green Gate 1 Front playground</i>	<i>Yellow Gate 3 Back playground</i>
<i>Y4</i>	<i>3.25</i>	<i>Red Gate 2 Front playground</i>	<i>Green Gate 1 Front playground</i>	<i>Yellow Gate 3 Back playground</i>
<i>Y5</i>	<i>3.15</i>	<i>Red Car Park 1</i>	<i>Green main school gate</i>	<i>Yellow Car Park 2</i>
<i>Y6</i>	<i>3.25</i>	<i>Red Car Park 2</i>	<i>Green Car Park 1</i>	<i>Main school gate</i>

### **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.

- A) After 5 late collections parents will be invited to a meeting to discuss the late collection of their child in school by the class teacher
- C) The situation is monitored and if the child accumulates 10 late collections, the year group leader will write invite the family to a meeting to discuss school concerns about punctuality. Meetings with year group leaders are discussed with senior leaders in school. Leaders assess whether a family may benefit from 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.

Frequent late collection from school is a cause for concern.

Information about Early Help can be found at:

[https://www.birmingham.gov.uk/downloads/file/5201/early\\_help\\_assessment\\_form](https://www.birmingham.gov.uk/downloads/file/5201/early_help_assessment_form)

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.

RE: Late arrival to school

Date:

To the parents of:

Dear parent/carer,

..... 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/Year group leader

RE: Late arrival to school

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

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

Dear parent/carer,

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 and arrives at school on time every day.

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

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.



RE: Late collection from school

To the parents of

Dear parent/carer,

..... 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/Year group leader

RE: Late collection from school

To the parent of

Dear parent/carer

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 \_\_\_\_\_ is collected on time at the end of the day every day.

School are currently concerned about the number of times -----has been collected late. A number of late marks have been recorded:

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

Yours sincerely,

Assistant Head teacher