



Late Arrival and Collection of Children Policy

Mission statement:

“Enjoy, learn, achieve”

Dawson Road
Handsworth
Birmingham
B21 9HB

Tel: 0121 464 4669

E-mail: enquiry@grove.bham.sch.uk

Policy for the late arrival and collection of children at Grove

Contents:

- A Aims of the policy
- B Procedures for late arrival at school for the start of the school day
- C Procedures for late collection at the end of the day

Appendix

- 1 Letter to invite parents to a meeting – Year Group Leader
- 2 Letter to invite parents to an Early Help meeting

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 gates on both sites open at 8.30am. Pupils come into the two school buildings from 8.30am onwards. Staff support pupils coming into school. Year 5 and Year 6 pupils enter through the gate at the side of the building and enter via the Year 5 and Year 6 cloakrooms. Nursery pupils are collected at the small gate on Dawson Road and are brought into school by the nursery staff. Reception – Year 4 enter using the large gate on Dawson Road. Reception and Year 4 filter into the school building on lower site through the main entrance, Years 1, 2 and 3 filter into school through the Year 2 entrance.

The register is taken at 8.45am for all children. Registers close at 8.45am.

We have two nursery part time groups. Group one attend school on Monday and Tuesday 8.30-3.15pm and on a Wednesday 8.30-11.30am. Group two attend on a Wednesday 12.30-3.15pm and on a Thursday and Friday 8.30-3.15pm.

We encourage all parents to bring their children to nursery for the start of the session at 8.30am or 12.30pm.

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. 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 9.15am 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.

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 request a meeting to discuss the reasons for lateness. The YGL may offer an Early Help Assessment. This meeting would be with an Assistant Head teacher.

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.

Procedures for late collection at the end of the day

Dismissal times for Nursery – Year 6 – 3.15pm

In Nursery – Year 4 staff record that each child has been collected and the relationship of the person to the child collecting a child. If the person who comes to collect a child is different to the person listed on our collection form and SIMs system the teacher dismissing the child will request parents are contacted to authorise the dismissal to a different adult. We request any changes to the person/s collecting a child are recorded on the collection form. These forms are maintained in the main school office by the administration team, parents can inform the team of any changes by visiting the school office between 9.15 – 3.00pm and 3.45 – 4.15pm, emailing enquiry@grove.bham.sch.uk or contacting school on 0121 464 4669

Children in Nursery – Year 4 should be collected by a person who is 16 years of age or above. If a parent wishes a person under the age of 16 years to collect their child on a regular basis they must discuss this with the assistant head teacher. The school will risk assess whether the child is safe to be dismissed with a person under the age of 16.

Parents can contact school on 0121 464 4669, 0121 464 1032 (attendance line), by emailing school: enquiry@grove.bham.sch.uk or by completing a parental enquiry form available from our administrative team at the start and end of each day.

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.

Late collection of a child can be distressing and emotionally upsetting for a child.

If a parent collects a pupil after dismissal time the pupil is recorded in the year group late book, we request parents sign to acknowledge this late collection.

Parents are kindly reminded that after dismissal time 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 dismissal time may indicate a safeguarding concern to staff.

If a pupil is not collected and we have not heard from parents school may contact the police of Birmingham Children's Trust (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.

- A) After 5 late collections parents will be invited to a meeting to discuss the late collection of their child in school by the Year Group Leader
- B) The situation is monitored and if the child accumulates 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.

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,

RE: Late arrival to school

Date: _____

To the parents of _____

Dear parent/carers,

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,

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,

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,