



Semley CE VA Primary

Attendance Procedure

Registration 8:45am – all pupils to be in school – registers open for 10 minutes. Outside doors closed.

Pupils arriving after 8:45 but before 8:55am: will be marked as late and coded L. Pupils arriving after 9:15am will be coded U – late after registers close which is an unauthorised absence for the day.

9:00- 9:30am: Office to follow up any absences not reported by parents/carers via telephone

Absences that are not confirmed by a parents/carer or explained by a Leave of Absence form will result in the school following the Missing LA Children from Education policies and procedures which will involve contacting the Education Welfare Officer.

Attendance patterns and persistent lateness will be tracked and noted via monthly reports from SIMs and reviewed by SBM/HT. Staff are also welcome to raise concerns.

End of the day: Collection is at 3:20pm. If parents/carers are late children will be taken to the office for collection. A call will be made to parents/carers if they are not in school to collect by 3:30pm. Persistent lateness for collection will be noted and tracked and appropriate actions may be taken.

Registers are taken twice a day. 8:45am and 1pm.

Please refer to Attendance policy for full information.