



Semley CE VA Primary

Attendance Procedure

Classrooms open for all 8:30

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

Pupils arriving after 8:45 but before 8:55am into classrooms: will be marked as late and coded **L**.

8:55am: Office receives registers from classes and then follow up any absences not reported by parents/carers via telephone. Pupils not in school by this point will be coded as **U – unauthorised**.

Absences that are not confirmed by a parents/carer or explained by a Leave of Absence form may result in further action.

Attendance patterns and persistent lateness will be tracked and noted via weekly reports from SIMs and reviewed by 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.