ICKNIELD PRIMARY SCHOOL
Late Arrival Flow Chart

Late Arrival (after 8:55am)

8:55 - 9:15am

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- An adult must take the child(ren) to the school office and book them in using the booking in system. Lunch orders are taken by office staff.
- Children receive a late code (L)

After 9:15am

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- Children will be marked as unauthorised absent unless by prior agreement.
- This will affect children's attendance percentage.

2 late arrivals

- Email received by parents.
- Investigation by Class Teacher.

5 late arrivals

- Second email received by parents.
- Investigation by Head of Year.

Continued late arrival

- Letter sent to parents.
- Meeting with Attendance Champion or School Attendance Officer
- Parent Contract written and agreed