



# Priory School Late Arrival Procedure



Children will be marked as Late if they arrive after 9am. Children to go to the main office and Sandy will sign the children in.

The Attendance Team will then monitor the children that are persistently late arriving to school.

Parents of pupils who have arrived late three times will have a phone call from a Family Support Worker.

Parents of the children who are continually late and have shown no improvement will also receive a further two phone calls and will be asked into school to have a meeting with a Family Support Worker.

A meeting form will be completed by a member a Family Support Worker and the parent will be given a copy of the children's current number of late arrivals.

Possible outcomes from the attendance meeting.

Members from the Inclusion Team may be asked to work with parents and children to overcome potential barriers with attendance.

A phone call will be made home by the Deputy Head, Chloe O'Connor. Parents will also receive an attendance letter.

A letter sent by the Head Teacher, Hannah Gates.

## Attendance Team:

**Hannah Gates**- Head Teacher  
**Chloe O'Connor**- Deputy Head  
**Marion Karpowicz**- Pupil Services Administrator  
**Sandy Saran**- Receptionist/General Administrator  
**Julie Gill**- Family Support Worker  
**Emma Hill**- Family Support Worker  
**Carol Barber**- Pastoral Manager  
**Mandy Wenborn**- Resource Family Support Worker/Learning Mentor  
**Lindsey Hicks**- SEN Manager  
**Emily Burgess**- Resource SENDCo