



# Priory School Late Collection Procedure



Children are to be collected at their given staggered collection time. (With the exception of those whose siblings are being collected together at the latest time of 3:30pm.) Parents will need to go to the office to collect their child if they are late. If the child is still here at 4pm they will be taken over to Extended care. If children are not collected from the after school clubs at 4:40pm they will also be taken to extended care.

The Attendance Team will then monitor the children that are persistently collected late from school.

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

Parents of the children who are continually collected 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 Family Support Worker regarding and the parent will be given a copy of the children's current number of late collections.

## 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. Parents will also incur a fine.

### 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