

Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

The times of the start and close of the school day for pupils at Maltese Road Primary School are:

Gates open: 8.30am

Registration starts: 8.40am

Registration closes: 8.50am

End of the school day (Reception class): 3.00pm

End of the school day (year 1 - year 4): 3.10pm

End of the school day (year 5 and year 6): 3.15pm

How we manage lateness:

- The school day starts at 8.40am when children can begin to come into school; Registers are taken at 8.40am;
- Children arriving after 8.40am are required to come into school via the school office. If accompanied by a parent/carer they must sign them into our 'Late Book' and provide a reason for their lateness, which is recorded;
- At 8:50am the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will not count as a present mark and it will mean that they have an unauthorised absence;
- The school may contact parents/carers regarding punctuality concerns;
- From time to time a member of school staff will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school.

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with the headteacher, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality.