

# Roberts Primary School

## Arriving at School on Time

Start times are 8.45am (Red), 9.00am (Blue) and 9.15am (Yellow). Doors open 5 minutes before these times and close 5 minutes after these times.

**Registration happens in the classroom** and not when a child arrives in school. Children need to arrive before their doors close.

If your child arrives after their doors have closed in the morning, they will need to be signed in at the main school office **by a parent/carer, or adult, and a reason for the lateness must be given.**

If your child is signed in at the office 10 minutes after these times, they are automatically deemed as late. If a child is late due to a doctor/medical appointment this will be classed as an authorised absence if you have provided a medical appointment card for the absence.

If your child is more than 35 minutes after these times, this will be marked as an unauthorised absence and will have an impact on your child's attendance.

Children in Years 5 and 6 can bring a note from home with a reason, as they may not be accompanied by an adult.

If your child is regularly late, not due to medical appointments, then you will receive a letter from the Deputy Headteacher notifying you of these lates. If this persists then you will be requested to meet with a Senior Leader.

The pupil registrations Act 2008 states that it is the duty of the parent to ensure their child/children arrive on time for school.

It is the responsibility of the parent/carer to ensure their child attends school regularly, punctually, properly equipped and **to notify the school every day of absence by 9.30am.**

A full version of our attendance policy can be found at [www.robertsprimary.org.uk](http://www.robertsprimary.org.uk) or a copy can be requested at the school office.