Warren Park Primary School

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Dear Parents and Carers,

Important: New Procedure for Children Arriving Late to School.

We would like to remind families about the importance of arriving at school on time and to explain our procedure for children who arrive late. Schools are legally required to take an attendance register twice each day — once in the morning and again during the afternoon. Attendance registers are **legal records** and must be kept by schools for six years.
At Warren Park Primary School, children should **arrive at school by 8:45am**. The morning register is taken at **8:50am** and the school gates will be locked at this time.
Children arriving after 8:50 are recorded as **Late.** Where a child arrives after the register has closed, their lateness is recorded as an **unauthorised absence**.

Signing a child in when they are late

Because the attendance register is a legal record, it is essential that a responsible adult provides the information when a child arrives late.

Procedure:

- Children arriving late **must be accompanied to the school office by an adult**.
- The accompanying adult must complete and sign a **Late Arrival Sign-In Form**.
- **Children will not be permitted to sign themselves into school.**
- The form will record the child's name, class, time of arrival and the reason for their lateness.
- If a child arrives late **without an adult** (including those children who have been allowed to walk unaccompanied), parents/carers will be contacted and asked to come into school to complete and sign the registration form.

We appreciate that, from time to time, circumstances may make a late arrival unavoidable. However, regular punctual attendance is important because arriving late can disrupt a child's learning and the start of the school day.
Thank you for your cooperation and for helping us to ensure that our attendance records are accurate and meet our legal responsibilities.

Yours sincerely,

Elizabeth Cooper

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