



Late Arrivals Procedure

The procedure for recording late arrivals at Kingsway Primary School
All late arrivals are monitored by the attendance improvement officer and parents will be contacted when a child has 4 or more late marks in each half-term

8.50am to 9.00am

- The school gates open at 8.50am, children go straight into school and registration takes place in class
- Any child arriving during this time should be given a present mark (/) by the teacher

9.00am to 9.15am

- Any child arriving after this time should register through the office
- The office will record a late mark (L)

After 9.15am

- The Office will record as a U mark (Late after registers close)
- If the child has attended a medical appointment and arrives before 12.00pm - present (/) or L code can be recorded
- If the child has attended a medical appointment and arrives after 12pm - M code would be recorded

U codes show that the child is on site but does not count as a present mark and means that the child will have an unauthorised absence and can count towards prosecutions.