



Ironville and Codnor Park Primary School

Monitoring of Lates Procedure

If your child is not going to be in school, you **must** phone the school by **9:00 a.m.** to notify us on time of their absence and the reason why. If no contact is made, we will initiate our attendance procedures.

Gates open at 8:35 a.m. and school starts at 8:45 a.m.

8:50 a.m. - 9:15 a.m.



Your child is marked with an **L** in the register. This is classed as an authorised absence.

9:15 a.m. onwards



Your child is marked with a **U** in the register. This is classed as an **unauthorised** absence.



Complete a Late Form at the Office

You must go to the office to complete a late form explaining the reason. The school will offer support if necessary.

Two Lates (L or U): you will receive a warning text. Lates and the reasons given are reviewed weekly by the Attendance Team.

Three Lates (L or U): you will be asked to attend a lates monitoring meeting with the Family Support Worker. If your child has two or more lates during the review period, you will be asked to attend an Attendance support meeting. This could lead to the attendance code changing which will be discussed during the attendance support meeting.

July 2025