



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 **8:45 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 8:40 a.m. and school starts at 8:45 a.m.

8:55 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 and gather the child's voice.

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.