



Punctuality flow chart at Farne Primary School



Punctuality is vital in ensuring your child gets the best start to the day. **School STARTS at 8.55am.** Farne Primary School is very clear about the process for tracking pupil's punctuality. This is a phased approach and we are committed to supporting families in ensuring all pupils arrive at school on time!

Remember the school doors open at 8.45am and our Breakfast Club is open from 8.15am, for all pupils to support parents/carers, nwith making sure your child is on time for school.

Your child is late over 2 sessions in 1 week.

What will happen?

School will make contact with you to discuss the late arrival time of your child.

Stage 1



Your child is late over a period of 4 sessions in 2 weeks.

What will happen?

- A second reminder of your child being late.
- School will monitor and track punctuality.
- Attendance Officer will be informed.

Stage 2



Your child continues to be late over a period of 8 sessions in 6 weeks

What will happen?

- Parent/ Carer invited to meeting with Attendance Officer.
- At meeting agree Action Plan with school to improve punctuality.
- School will monitor and track punctuality.

Stage 3



Your child continues to be late and has now met the threshold of 12 sessions in 6 weeks late arrival.

What will happen?

- The Local Authority may be notified about these late sessions.
- A meeting will be called with the Headteacher and Attendance Officer to discuss.
- The school may complete a referral to Social Services re: Attendance and Punctuality.

Stage 4