

# PUNCTUALITY

It is important that all children are on time at the start of the school day. Pupils who are consistently late are disrupting not only their own education but also that of other children. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action.

On time

After 8.45am

No  
Action  
required

On time

5 lates =  
Class  
teacher to  
chat with you

If a child is late five times, your child's class teacher will have a meeting with you to see if we can support you in anyway

After 8.45am

On time

10 lates = letter  
and offered  
support

If your child is late ten times, you will receive a formal letter which will be sent home via your child's class teacher

After 8.45am

On time

No  
improvement  
within 6 weeks  
= HCC fine

If we see no improvement within six weeks, and your child has ten unauthorised attendance marks, then a Hampshire County Council fixed penalty fine will be issued.