

# Cherry Lane Primary School

Sipson Road, West Drayton, Middlesex, UB7 9DL

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Headteacher: Mr Stephen Whitehouse



## Attendance & Punctuality Policy Update – January 2017

### Late Desk

For safeguarding reasons, parents will have to say goodbye at the door and will no longer be allowed to enter the building. Should parents wish to have contact with their child's class teacher, an appointment can be made via the School Office or you may speak to the teacher at the end of the school day.

As a reminder, Reception–Year 4 register at the late desk in the main playground, Years 5 & 6 will need to register at the late desk in their building.

Both late desks will then close at 9.00am. Any children who are late after this time will need to report to the main reception area.

### Persistent Lates

As from Monday, 9<sup>th</sup> January the registers will close at 9.00am.

**If your child is regularly late, even by three minutes every day, this can add up to over seven and a half hours of lost learning time in one month. 15 minutes late each day is the same as missing two weeks of school.**

Anyone arriving after 9.00am will be registered as an unauthorised absence. This can affect your percentage attendance and therefore you may fall below the Department for Education threshold for persistent absence.

This means that if a pupil's absence falls below 90% at any time within the school year, they will fall into the category of persistent absenteeism and the London Borough of Hillingdon Participation Team may become involved.

The Participation Team can issue Penalty Notices for **any** unauthorised absence. Penalty Notices can be issued per parent, per child. Payment within 21 days of receipt of notice is £60 and £120 if paid after this period but within 28 days. If the Penalty Notice remains unpaid you will receive a summons to Uxbridge Magistrates Court. If unauthorised absences are repeated the Participation Team may summons each parent to Court without a Penalty Notice being issued.