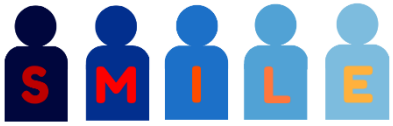
Appendix 3

Monitoring of lates procedures:

Hasland Infant
And Nursery School



We All SMILE

If your child is not going to be in school, you must phone the school by 8:55am to notify us of the reason for absence. If no contact is made, we will initiate our attendance procedures.

Doors open at 8:40am, register is taken at 8:50am and lessons start at 8:55am.

8:55am – 9:00am

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

After 9am

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

Sign in on pass tab and state the reason for lateness

Reasons for late will be monitored and patterns will be analysed weekly by The Senior Leadership Team. Appropriate support will be offered on a need's led basis. Examples of support may include:

- **Phone call home to discuss any support that may be needed.**
- **Discussion with your child's Class Teacher**
- **Support from the School's Family Support Worker**