Grove School

Pupil Punctuality Policy

Mission statement:

"Enjoy, learn, achieve"

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Pupil Punctuality and Collection Policy
Grove School
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1.Why is it important for children to arrive on time?
Arriving at school on time helps children to:

- Settle into the school day calmly and confidently.
- Begin learning with their classmates.
- Develop good attendance and punctuality habits for the future.
- Avoid missing important learning and social opportunities.
- Make a positive start to each day.

2.This policy aims to:

- Provide clear guidance for parents about arriving at school and collecting children on time at the end of the day.
- Support children's wellbeing, safety and learning.
- Work in partnership with families where punctuality or collection difficulties arise.
- Ensure all pupils have the best possible start and end to their school day.

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3. Arriving at School on Time
School Opening Times
The school gates open at 8.30am on both sites.
Children may enter school from 8.30am onwards. Staff are available to welcome and support them.
<u>Nursery</u>
Nursery children enter through the small gate on Dawson Road and are welcomed by their teacher.
<u>Reception to Year 4</u>
Children enter through the large gate on Dawson Road.

- Reception and Year 4 enter via the main entrance to the lower school.
- Years 1, 2 and 3 enter via the Year 2 entrance.

<u>Years 5 and 6</u>
Children enter through the side gate and use the Year 5 and Year 6 cloakroom entrances.

Registration

Registers are taken at 8.45-8.50am. Registers stay open until 9.15am. Any pupil who arrives after 8.50am is registered as late. Any pupil who arrives after 9.15am (registers closed) is registered as present but has a U code (arrived late after registers closed)

If your child arrives late, you must take you child to the school office on lower or upper school. Please do not leave your child outside school. In lower school you will be asked to complete the late arrival electronic system. An administrator will show you how to do this. An administrator will take your child to class. You may need to wait if there are lots of children who need to be taken to class. In upper school you wait at the gate until an administrator opens the gate. Your child will then complete the electronic system to record the reason for their lateness.

4. Monitoring Lateness

We understand that occasional lateness can happen. However, repeated lateness can affect a child's learning and wellbeing.

The school monitors punctuality. When we note a pattern of late arrival in school our Family Support Worker will contact you and invite you into school to talk about why your child is regularly late for school. We may be able to provide help and support.

What is Early Help?

Early Help is a supportive process that helps families access practical advice and support. It is designed to identify any barriers affecting punctuality and to find solutions together.

5. Collecting children at the end of the day

Home Time

Children from Nursery to Year 6 finish school at 3.15pm.

Nursery to Year 4

Staff record who collects each child each day.

If someone different is collecting your child, we must have parental permission before your child can be released.

To help us keep children safe, please ensure the school is informed of any changes to collection arrangements.

You can update collection details by:

- Visiting the school office between:
    - 9.15am – 3.00pm
    - 3.45pm – 4.15pm
- Emailing: enquiry@grove.bham.sch.uk
- Calling: 0121 464 4669

Collection by young people

Children in nursery to Year 4 should be collected by someone aged 16 or over.

Where parents wish a younger person to collect a child regularly, this must be discussed with an Assistant Headteacher. A risk assessment will be completed before permission is given.

Years 5 and 6

Children are escorted out of the building and dismissed either:

- To a parent/carer, or
- To walk home independently, where permission has been given.

If you are running late

We understand that delays sometimes occur.

If you are going to be late, please contact the school as soon as possible:

- Telephone: 0121 464 4669
- Attendance line: 0121 464 1032
- Email: enquiry@grove.bham.sch.uk

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5. Late collection of children

Being collected late can be upsetting for children and may cause them to feel anxious.

When a child is collected after 3.15pm:

- The late collection will be recorded.
- Parents may be asked to sign the late collection record.

After the end of the school day, staff have meetings, planning responsibilities and safeguarding duties. Repeated late collection places additional pressure on staff and may raise concerns about a child's welfare.

If a Child Is Not Collected

If a child has not been collected and parents or emergency contacts cannot be reached, the school may need to contact external agencies, including:

- The Police
- Children's Services

This would be done only where there are concerns for the child's safety and wellbeing.

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6. Monitoring Late Collections

The school keeps a record of late collections. When we note a pattern of late collection our Family Support Worker will contact you and invite you into school to talk about why your child is regularly being collected late. We may be able to provide help and support.

The purpose of this meeting is to understand any ongoing challenges and identify support that may be available to the family.

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7. Working together

At Grove School, we value positive partnerships with families. Our aim is always to work together to ensure children arrive on time, are collected promptly, and feel safe, happy and ready to learn.

If you are experiencing difficulties that may affect punctuality or collection arrangements, please speak to a member of staff. We are here to help and support wherever possible.