

Responsibility of the parents:

Understanding and upholding the school's policy which states continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.

END OF DAY COLLECTION REPORTING



Late collecting twice per term

Class teacher to speak to parents and follow up with email.

Late collecting three times per term

Head of Key Stage to email the parent of any student who is late being collected three times in one term.



Late collecting four times per term

Head of Key Stage to meet the parent of any student who is late being collected four times in one term. The meeting is to be minuted.

Late collecting five times per term

Deputy Head to meet the parent of any student who is late being collected five times in one term. The meeting is to be minuted.



Late collecting six times per term

Head of School to meet and inform the parent of the risk of being blocked from enrollment for the next academic year.

Late collecting seven times per term

Meet The Principal



ESCALATION ROUTE