

Summary of Vigo Primary School's lateness procedures

L CODE

If your child arrives late to school after 8.45am (when classroom doors close) but before 9am, you will need to sign in at the office using the sign in screen. Your child will be marked on the register with an L code.

If your child is late 2 or more times in one week, you will receive an email informing you of how many minutes of learning your child has missed. It will also encourage parents/carers to get in touch if they need support with punctuality.

If your child has 10 or more L codes in any 10-week period, you will receive an email inviting you to contact school where support to improve punctuality will be offered. This may include a Voluntary Parenting Contract where we discuss school and parental expectations.

If support is not accessed and lateness does not improve, you will receive a notice to improve letter. If lateness does not improve after this letter, you will receive a penalty notice or a referral to the Legal Intervention Team without further warning.

U CODE

If your child arrives after 9am, you will need to sign your child in at the office. Your child will be marked on the register with a U code as morning registers close at 9am and lateness after this is therefore considered an unauthorised absence. Please be advised that this is national statutory guidance set by the government on coding registers.

If your child has 5 or more U codes one half term period, you will receive an email inviting you to contact school where support to improve punctuality will be offered.

Support

If support is not accessed and lateness does not improve, you will receive a notice to improve letter. You are likely to receive a penalty notice without further warning if your child reaches 10 U codes within a period of 100 sessions (this can span across academic years).

Please do not keep your child off school due to lateness or sleeping in late. Children should be brought into school as soon as possible.

We want to support with punctuality and attendance and have a fantastic pastoral team with lots of experience who are here to help. We can help with a wide range of things including:

- Bed time routines
- Morning routines
- Behaviour and incentive charts (prize dip box)
- Parenting courses
- Advice on transport
- Toileting plans
- School nurse referrals and advice
- Breakfast club

Please contact attendance@vigo.hants.sch.uk with any attendance queries.