

Crossing the boundaries of excellence ...



Parents

Pupil Late Arrival – School Entry Request

Communication Policy

This policy summarises the communication procedure related to Pupils arriving late to School and are requesting entry to the School. This policy outlines the processes followed in order to ensure quality across the school. This document also outlines definitions as to when it is acceptable for pupils to arrive late to school and be permitted entry after 08:00am. It is an expectation that all Pupils should arrive at 07:45am every day.

Our commitment...

We at The BSE are dedicated to providing quality experiences and services for the whole school community. We aspire to continually seek excellence in all we do and this policy enables us to do so effectively.

Mutual Expectations:

It is the duty of The BSE to encourage all pupils to arrive to School on time, all the time. Pupils may be granted exceptional access to the school when they are late, under the definitions as illustrated in this document.

We aim...

- To carefully handle all cases of pupil lateness in accordance to this document
- To maximise punctuality levels, in order to ensure quality across the school
- To maintain positive relationships within the school community

Aims:

The policy aims to handle all pupil late arrivals:

- Seriously
- Adequately
- Promptly
- Fairly

Pupil Late Arrivals – School Entry Request

Definitions

This is when a pupil arrives to school after 08:00am and requests access to the school. If a pupil is left at the gate (this is generally not accepted, all pupils should be escorted to the gate by a parent) after 08:00am, the pupil will be escorted to the front office, in order to be received by their parent and then returned home. It is an expectation that all pupils should arrive to school at 07:45am every day.

When can a pupil be granted access to the school after 08:00am?

A pupil is eligible to access the school after 08:00am under the following reasons;

- *Family Emergency directly affecting pupil lateness*
- *Accident on route to the school affecting pupil lateness*
- *Car breakdown on route to the school affecting pupil lateness*
- *Weather conditions on route to the school affecting pupil lateness*

***Pupil entry after 08:00am is only granted under the above mentioned conditions, provided the case is genuine, and at the discretion of the following departments;**

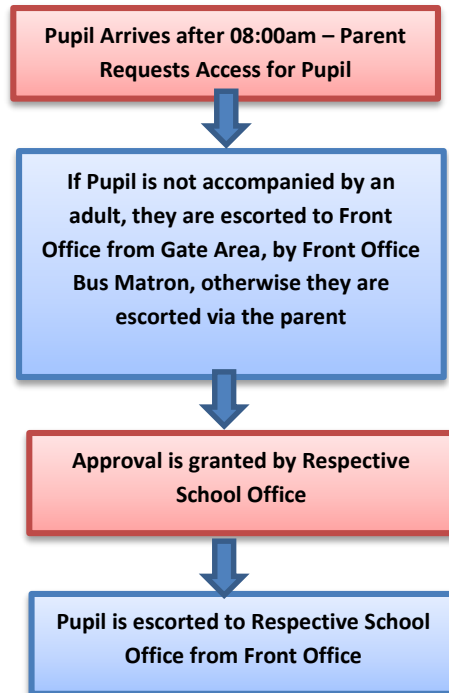
- ***Junior School Office***
- ***Senior School Office***

Pupil Late Arrival – School Access Request Communication Breakdown

The pupil is escorted from the respective school gate to the Front office by Parent/Bus Matron. If the pupil is late under any of the above mentioned conditions, the Front Office must report the lateness to the respective School Office for entry approval purposes. If pupil entry is granted, the pupil is escorted to the respective School Office by bus matron/floor supervisor provided by the respective School. If the pupil arrives in the middle of a lesson, the pupil must remain under the supervision of the respective School Office until their next lesson.

Pupil Late Arrival – School Access Request

Communication Breakdown Diagram



Pupil Late Arrival – School Access Request

Procedure

- Pupil arrives to the respective School gate after 08:00am, due to one or more of the conditions mentioned in the definitions section of this document
- The Pupil is met with the Floor Supervisor/Bus Matron allocated to the gate area between the hours of 07:55am – 08:20am.
- The Floor Supervisor/ Bus Matron direct the parent to the Front Office for entry Approval, from outside of the School Campus.
- In the improper event where the child is not escorted by the parent to the School gate, the Floor Supervisor/Bus Matron contacts the Front Office via the Security room internal line for pupil escorting purposes. The Bus Matron/ Floor Supervisor will be sent from the Front office to the respective School gate in order to escort the pupil to the Front Office,
- The front office must then communicate with the respective School Office for pupil entry approval purposes.

- Once approval has been granted, the pupil is escorted to the respective school office via bus matron/floor supervisor provided by the respective School Office. The respective School Office must log the pupil lateness including reason for record purposes.
- The pupil must remain in the School Office if the pupil has arrived in the middle of a lesson. They can return to their classroom once the new lesson begins.

****In the instance where approval has not been granted by the School Office. The front Office must ensure the pupil is escorted from the premises with their parent. In this instance the Front Office must record the pupil lateness in the Lateness Logbook.***

****If your child is late due to one of the areas mentioned in the definitions sections of this document, and you wish to notify the respective office on route to School, please communicate with the respective office via phone in order to seek approval for pupil entry. If you are granted entry approval for your child, the respective office will inform you of the logistics with regards to school entry from the respective school gate.***

****The following applies to pupils who are regularly late, as observed through the log book; Parents will be contacted on a monthly basis for follow up and punctuality Improvement purposes.***

****The attached Policy does not apply to Year 11 and Year 12 pupils***

****As a parent; if you are not satisfied with the outcome of your communication, and wish to escalate your request rejection: please follow alternate procedure. You must complete The Parent Raising Concern Form available from the Quality Department.***

Staff/Parent : Pupil Late Arrival School Entry Request Flowchart

