



Saint Benedict
A Catholic Voluntary Academy

Parent Information – Late Arrival to School and lessons

Expectation

Pupils will arrive in school on time and be present in Tutor time at 08.40am every day that school is open.

Late Arrival to School and/or Lessons

Pupils arriving late to school **must** sign in at the Main reception Elmwood on Duffield Road.

Pupils arriving late to school **before** the register has closed at **09.20** will be recorded as **late** (L- code).

Pupils arriving late to school **after** the register has closed at **09.20**, and the school is not satisfied with the reason given, will be recorded as **unauthorised absence** (U - code)

Pupils who are late to school if they have been delayed by the school bus will not be marked late.

Pupils late owing to medical appointments **must** provide a letter showing proof of appointment.

All late arrivals to School and/or Lesson will be monitored.

Pupils who are persistently late to school will be investigated, parents will be contacted for an explanation and will be advised that continued lateness after the register has closed may result in the issuing of a Penalty Notice.

10 occasions of unauthorised late arrival to school and/or lesson without an acceptable reason School may proceed with requesting that a Penalty Notice is issued by the Local Education Authority, this may result in:

- A Penalty Notice payable up to **£120** fine per parent
- Prosecution under s444 (I) Education Act 1996, where if convicted you may be fined up to **£1000**
- Prosecution under s444 (I)(a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks imprisonment.**