



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.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

From August 2024, the fine for school absences across the country will be as follows,

- **1st Penalty Notice - £80 if paid within 21 days, or £160 if paid within 28 days.**
- **2nd Penalty Notice - In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.**
- **If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.**