



Burlington Infant & Nursery School

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Headteacher: Mrs S Yay-Walker BA (Hons) PGCE NPQH

Dear Parents / Carers,

Updated Attendance Policy - November 2022

Please find attached our current Attendance Policy for you to read.

We would like to bring to your attention the following procedures:

Late arrival

- Children who arrive after the registers have closed (9:00 for Reception to Year 2, and 8:45 or 12:45 for am/pm Nursery) should **report to the school office where parents will be required to complete a late form**, your child will then be taken to their classroom by a member of the office staff.

Late collection

- School closes at 3:20pm for YR - Y2, and at 11:30am/3:30pm for Nursery. Parents must ensure that their child is collected on time every day. In addition, extra-curricular clubs finish between 4:15pm to 4:30pm. If a child is collected late either from school or a club, this can be distressing for the child and also mean that staff who have to supervise late children beyond the school day are taken away from their scheduled work. This can also result in staff needing to stay beyond the end of their shift. This incurs a cost which will be passed on to the parents at £5.00 for the first 15 minutes and a further £1 for each subsequent 5-minute period. In exceptional circumstances, these costs may be waived at the discretion of the Headteacher. In extreme circumstances, regular late collection can also indicate a safeguarding issue and the school will follow its safeguarding procedures.

The late collection fee has always been in our policy but we have never needed to enforce it. However, due to a noticeable increase in the number of children being collected late from school / after school clubs, we will now be monitoring this very closely. Please note - the late collection fee will also apply to Acorns after-school club.

Yours sincerely

Mrs. Yay-Walker
Head Teacher

