



Every Day Counts

Raising Standards & Aspirations

Research has shown that there is a close link between attendance at school and a child's achievement. Being late results in a loss of learning:

If your child is 5 minutes late every day, this amounts to the same as being absent for 2 weeks a year:

All time out of school affects learning and achievement for both primary and secondary pupils. Please make sure your child arrives at school on time.



Where can I find help?

Contact the County Attendance Team at:

The County Attendance Team
Oxfordshire County Council
Abbey House
Abbey Close
Abingdon
Oxon
OX14 3JD

Tel: 01865 323513

Email: attendance@oxfordshire.gov.uk



Information is also available on the Oxfordshire County Council's website
www.oxfordshire.gov.uk

The County Attendance Team

Punctuality and Lateness

You and the law on School Attendance



Your questions answered

Every school, by law, has to register pupils twice in the day; first thing in the morning at the start of the school day, and again in the afternoon session.

To allow schools to take the register, time is allocated as part of the school day and your child must be present at both registration times to be given a present mark.

Your child's education is important and being late will mean:

- Missing the beginning of lessons
- Not hearing important information about school and lessons

And could mean:

- Not being able to complete work because your child missed being given vital information
- Your child being embarrassed at having to enter a room where a lesson has already started
- Being late for the start of important assessment work or exams
- Your child failing to learn an important life skill, employers will expect good time keeping and children need to learn this from an early age.



What will happen if my child is late before the register closes?

If your child arrives at school after the start of registration time, but before the end of registration time, they will be given a late mark; the code for this is 'L'.

This means the school will accept the explanation given for the late arrival as valid and reasonable e.g. a late bus, a car breakdown, a one-off family difficulty.

If your child is late due to exceptional circumstances, no action will be taken. If your child is frequently late with the same or similar explanation, the school may ask to meet with you to identify any issues that are causing your child to arrive late at school.

If your child still arrives late, the school may decide not to authorise the late arrival and enter an unauthorised late mark 'U'.

The School's Attendance Policy should set out the procedures that will be followed if a child is frequently late before the register closes.

For older pupils this may mean that they are required to complete detention, either in lunchtime or after school.

There is no appeal process against the issuing of a penalty notice

What will happen if my child is late after the register closes?

The Government advises that schools can keep the register open for up to thirty minutes, although schools can choose to close the register after a shorter period of time.

If your child is frequently late after the register has closed, the school may ask to meet with you to identify any issues that are causing your child's late arrival.

If your child has six or more unauthorised late marks in the register over sixty school sessions (there are two sessions in each school day) and the school have not been able to work with you to identify issues that are causing your child to arrive late for registration, the matter can be referred to the County Attendance Team.

The County Attendance Team may then take the decision to issue a Penalty Notice Warning letter, which gives 15 school days for you and your child to ensure that they arrive at school on time.

If there is no significant improvement during the 15 school days, a Penalty Notice will be issued which will require you to pay a fine of £60 within 21 days.

If the fine is not paid at the end of this period, the fine will automatically increase to £120 and must be paid 28 days from the date the notice was issued.

If the fine is still not paid, you may be prosecuted under Section 444 of the Education Act 1996, not for the non-payment of the fine, but for failing to ensure that you child attends school regularly.