

School registration arrangements:

- The school register opens at **8:45am**.
- Pupils are expected to arrive on time and be ready to learn by **8:45am**.
- The register remains open until **9:15am**.

Late arrival:

- Pupils arriving after **9:00am** but before **9:15am** will be recorded as **late** in the attendance register.
- Parents/carers may be asked to provide a reason for lateness.
- Patterns of lateness will be monitored and discussed with parents/carers where concerns arise.

Arrival after the close of registration:

- The register closes at **9:15am**.
- In accordance with attendance regulations, pupils arriving after **9:15am** will be recorded as **absent for the morning session**
- Although the pupil will be on site and safeguarded, the absence mark will count
You may also wish to add the following sentence within the **Role of Parents** section: