**Isha Academy**

# Late Arrival and Late Collection Policy

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## A. Aims of the Policy

At Isha Academy, we recognise the importance of punctuality in maintaining a structured learning environment. This policy aims to:

- Ensure that all students arrive on time to maximise their learning.
- Develop good habits around punctuality and responsibility.
- Provide clear guidelines for parents and staff regarding late arrivals and late collections.
- Offer support to families who may be struggling with punctuality.

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## B. Procedures for Late Arrival at Isha Academy

### Why is Punctuality Important?

- Learning starts promptly, and late arrivals disrupt lessons.
- Arriving on time fosters discipline and responsibility.
- Smooth transitions between home and learning environments are essential.

### Academy Timings:

- Academy opens at 10:00 AM.
- Registers are taken **10 mins after the class has started**. Any student arriving after this time is marked as late.
- Arrival after **registration time** is recorded as unauthorised unless there is a valid reason provided.

### Late Arrival Process:

- Parents must report late arrivals at the main reception or notify the academy via email or phone.
- Students arriving late will be escorted to their session by a staff member.
- Persistent lateness will be recorded and monitored.

### Monitoring of Late Arrivals:

- If a child is late **more than 5 times**, parents will receive a letter of concern.
- If a child is late **10 times**, a meeting will be arranged with the Year Group Leader or an Assistant Headteacher to discuss concerns.

- Support, such as an **Early Help Assessment**, may be offered to families who require assistance in improving punctuality.

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## C. Procedures for Late Collection of Students

**Why is Prompt Collection Important?**

- Late collection can cause distress and anxiety for students.
- Staff have responsibilities beyond tuition hours, and late pickups disrupt planning.

**Collection Timings:**

- Parents must inform the academy if they are running late.

**Late Collection Process:**

- Any child not collected on time will be supervised by staff.
- Parents arriving late must sign the **Late Collection Record** to acknowledge the delay.
- If a child is left uncollected for an extended period and no contact is made, the academy may contact social services or the police.

**Monitoring of Late Collections:**

- After **5 late collections**, parents will be invited to a meeting with the Year Group Leader.
- After **10 late collections**, an **Early Help meeting** may be arranged to explore additional support for the family.
- Repeated late collections may indicate safeguarding concerns and will be monitored accordingly.

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## D. Support for Families

At Isha Academy, we understand that unforeseen circumstances can affect punctuality. We encourage parents to communicate openly so that we can offer support, such as:

- Flexible learning adjustments where possible.
- Signposting to external services for additional family support.
- Strategies to improve morning routines.

For further inquiries, please contact Isha Academy at email Info@isha-academy.co.uk

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