



**Buile Hill**  
Academy

## Lateness

Morning registration will take place at the start of school at 8.25am. In cases where the absence at registration was for attending an early morning medical appointment or other previously known reason, the appropriate authorised absence code will be entered.

The register will close at 9am sharp, meaning that any pupils arriving after this time will be marked absent for the whole morning. The absence will be deemed unauthorised.

As per the current school policy, 10 unauthorised absences will result in the issuing of a fixed penalty notice – this will include unauthorised absences due to late arrival after 9am.

(An unauthorised absence for lateness is coded as “U”).

A text message will be sent to the child’s parent/guardian to inform them that they were late to school.

Students who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with the relevant staff will be arranged to discuss what support can be offered. This may include a meeting with the student parent/carer.

The afternoon registration is at 12:00 p.m.

