



Diamond Hall Infant Academy, Well Street,  
Sunderland SR4 6JF  
Tel : 0191 564 0222  
E-mail : [enquiries@diamondhallinfantacademy.co.uk](mailto:enquiries@diamondhallinfantacademy.co.uk)  
Web Site : [www.diamondhallinfantacademy.co.uk](http://www.diamondhallinfantacademy.co.uk)  
Head Teacher : Mrs S Collingwood

Dear Parent or Carer,

We would like to bring your attention to our **Attendance Policy** regarding Punctuality and Lateness, which has been updated recently.

Being on time is crucial to a child's education. If a child enters school late they miss very important parts of their day e.g. they miss the morning welcome and introduction to the day and are often unsettled and unsure of what is happening that day.

5minutes late a day = 25minutes (1 week)  
= 50minutes (2 weeks)  
= 100minutes (4 weeks)

Parents of children who arrive after registration **must** sign them in, giving reasons for lateness. A child is marked late if he/she enters school after the Reception/Year 1 doors are closed at **9.00am**. The only access to school after doors close is by the Main Entrance.

Arrival after the close of registration (**9:03am**) children will be marked as lateness and coded "L" in the register. If lateness persists, parents will be invited to attend a meeting in school with the Head Teacher or Deputy, to discuss the problem. **Every effort is made to resolve an issue with parents to achieve an improved attendance pattern.** If the lateness continues, parents will receive a letter stating lateness's after **9:10am** will now be **unauthorised**. Continued unauthorised absences will result in a referral to the local authority where a Fixed Penalty Notice could be issued or ultimately the parent could be prosecuted if lateness/attendance does not improve.

**It is important to note that any child who arrives at school after 9.10am will be marked with a letter 'U' in the register. This means that, despite being in school, they will technically be marked absent from school for the morning sessions. It will be recorded on the register as an unauthorised absence and could result in the issuing of Fixed Penalty Notice.**

If you would like to read the whole policy, please see our **school website**.

Yours Sincerely

Mrs S Collingwood  
Head Teacher



Well Street, Millfield, Sunderland SR4 6JF

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Diamond Hall Infant Academy is an exempt charity.

It is a company limited by guarantee registered in England and Wales (Registered No 8565046) whose registered office address is as above.



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