**PUNCTUALITY at UNDERWOOD WEST ACADEMY**

Every moment a child is late = missed learning.

Children that are on time start the day settled, relaxed and ready to learn.

Children that arrive late are often stressed and embarrassed and take a while to settle into their day.

Late arrivals cause disruption within the class which has an effect on everyone.

The school day starts at 8:45 am.

Registers will be marked and closed, in class, by 9:00 am with classroom doors closing at 9:00 am.

Pupils will receive a late mark of absence if they are not present.

Pupils arriving between 9.00 am and 9.15 am will also receive a late mark (L). Pupils arriving after 9.15 am will receive an unauthorised mark (U).

Pupils arriving late with parents must be signed in at the Academy office.

After lunch, registers are marked at 1:15 pm. Pupils will receive a late mark of absence if they are not present.

The register closes at 1:30 pm.

Pupils arriving between 1.30 pm and 1.45 pm will also receive a late mark (L). Pupils arriving after 1.45 pm will receive an unauthorised mark (U).

Parents must sign their children out at the office when withdrawing them before 3:15pm.

End of the school day is 3:15 pm for all pupils.

**How lateness can add up over the school year.**

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| **5 minutes late each day =** | **3 days lost!** |
| **10 minutes late each day =** | **6.5 days lost!** |
| **15 minutes late each day =** | **10 days lost!** |
| **20 minutes late each day =** | **13 days lost!** |
| **30 minutes late each day =** | **19 days lost!** |