



POLICY DOCUMENT	
Title	Attendance and Punctuality
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Policy Change History

01.03.17	2	<ul style="list-style-type: none"> • Now 1 attendance officer based at upper school (page 3) • Edit to Tutor responsibilities (page 3) • Change to the PA threshold from 90% to 92% (page 3) • Role of the subject teacher – complete register with 10 minutes of the lesson (page 4) • Role of the Data Manager in providing reports (page 4) • New addition – Role of the Personalised Learning Manager (page 4) • Role of the Year Leader – more emphasis on engaging families and interpreting data (page 5) • Role of the Welfare Officer (page 6) • Additions to the AHT Director of Inclusion role (page 6) • Changes the issuing of letters • Addition of Waves of Provision flow as summary sheet.
06.06.17		<ul style="list-style-type: none"> • Abbreviated and revision of role of the form tutor – linked with attendance intervention waves • Addition of rewards/VIVOs for student at 95% plus • Addition of ref to supporting catch up work for subject teachers, and ref to discussing issues at a time which will not cause student lateness to next lesson • Addition of ref to sending letters at relevant trigger points for attendance officer • Role of year leader – tighter link made between role directing/supporting form tutor and attendance intervention waves. Addition of response and action required to year group absence trends • Role of school welfare officer – removal of line management of attendance officer, addition of gatekeeping attendance letters home in exceptional circumstances. • Role of Assistant Headteacher – addition of CME and PMOIE tracking and reporting • Rewards and sanctions – addition of weekly VIVOs for students at 95%+ attendance • Addition of attendance intervention waves flow chart
29.05.18		Full policy rewritten

Document Rationale:

Outstanding attendance and reaching ones potential go hand in hand.

Longcroft are committed to providing a quality education for all our students. This can only be achieved with full attendance, so that any problems that interfere with good attendance are identified and remedied as soon as possible.

For your child to gain the greatest benefit from their education it is vital that they attend regularly, on time and every day that Longcroft is open. Pupils should only be absent if it is completely unavoidable.

The policy describe the responsibilities of staff, parents and students in ensuring all stakeholders follow Section 7 of the Education Act 1996. Described in this policy are the actions and expectations required and the methods by which it will be monitored and evaluated. All students and stakeholders will work towards students attending 100% of the time.

Scope

Learning: Any absence affects the pattern of a child's schooling and regular absence seriously affects their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at Longcroft is your legal responsibility and permitting absence from Longcroft without a good reason creates an offence in law and may result in prosecution.

Safeguarding: Your child may be at risk of harm if they do not attend Longcroft regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend Longcroft on a regular basis will be considered as a safeguarding matter.

The policy impacts on all aspects of school life and if students do not attend then the impact will be on teaching and learning, student progress, student aspirations and the whole experience of the young person in school.

EXPECTATIONS

We expect the following from all students:

- That they will attend Longcroft every day it is open, achieving a minimum of 97% or above attendance, unless they are genuinely ill.
- That they will be appropriately prepared for the day.
- That they will inform their PD Tutor, Year Leader or Pastoral of any problems which affects their attendance or punctuality.

We expect the following from parents/carers in supporting the Home/School agreement with regards to attendance and punctuality:

- To ensure pupils attend Longcroft regularly, on time and be aware of their legal responsibilities.
- To ensure they contact Longcroft immediately whenever their child is unable to attend, using the dedicated attendance telephone number 01482 862171 and select the absence/attendance option.
- To ensure that their child is appropriately prepared for the day.
- To respond to any messages in their planner regarding attendance.
- To contact Longcroft in confidence whenever they have a problem concerning attendance or punctuality.
- Not to arrange a holiday in term time.
- To respond to the appropriate person regarding letters of concern immediately.
- To make every effort to arrange dental and medical appointments out of the school day.

- That telephone contact numbers are available and if changed, the school is informed immediately.

Parents can expect the following from Longcroft:

- Regular, efficient and accurate recording of attendance.
- Early contact from School when a pupil fails to attend without providing good reason or when a pupil is truanting.
- Immediate response to problems notified to us.
- Celebrate and reward good and improving attendance through competitions, certificates and outings/events.
- Support when there is a problem of long term illness.
- Involvement with the East Riding's Youth Family Support Services, Education Welfare Officer and the Police with any truancy sweeps.
- Follow up procedures from the Year Leader and Attendance/Welfare Officer.

These are instigated when:

- a) Attendance drops below 97%
- b) There are obvious patterns of repeated absence or lateness
- c) When punctuality or truancy is an issue

The Law relating to attendance

Section 7 of the Education Act 1996 states that 'the parent' of every child of compulsory school age shall cause him/her to receive efficient full time education suitable: -

- a) *To age, ability and aptitude*
- b) *To any special educational needs he/she may have either by regular attendance at school or otherwise.*

Furthermore, the Education Act 1996 and subsequent amendments to legislation give school and local authorities the powers to take legal action against parents to enforce attendance at the school they are registered to attend.

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Illness

- If your child feels ill in the morning please provide them with appropriate pain relief/medication and send them to school. Any medication should be handed into Pastoral or to Mrs Robinson who will administer it when required. Your child should be in school if they have a minor illness such as a headache, cold, sore throat or period pains.
- If your child is ill i.e. to the extent that they cannot get out of bed, then please ring Longcroft to notify the attendance team of their absence. Please ensure that your child returns to school as soon as possible, even if they are not 100%.
- If your child is absent from Longcroft for 4 days or less than you must provide a written note in their planner. On their return to school, pupils will be asked for their note by their form tutor.
- If your child is absent from Longcroft for 5 days or longer please provide medical evidence, i.e. an appointment card, indicating the reason for absence. If medical evidence isn't provided then you and your child may be asked to book an appointment with the school nurse on a Monday lunchtime. This may also be recorded as an unauthorised absence.

Medical Appointments

A full day's absence will not be authorised for a medical appointment. Please arrange all appointments outside the school day. If the appointment is unavoidable, your child must come to school before and after the appointment. Any full day's absence will be marked as parental condoned truancy.

Requests for absence during term-time

Due to Government legislation Longcroft is no longer able to authorise any holiday during school time. This absence will therefore be recorded as unauthorised absence on your child's attendance record.

A Penalty Notice may be issued by the Local Authority following your child's absence. Penalty notices are issued at £60 per parent* (if paid within 21 days) and £120 (if paid within 28 days) for each child. A Holiday Notification form is available from Mrs Fleming (Attendance Officer) or Longcroft's website.

If you do not notify us but we have evidence that your child has been on holiday, a fixed penalty fine may still be issued. If booking a holiday during term time you may be asked to come in to school and discuss this with a member of the Senior Leadership Team.

Sixth Form – In line with school policy holidays will not be authorised for any 6th Form Pupil.

Understanding types of absence:

Every half-day absence from Longcroft has to be classified by the School (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of an absence is always required, preferably in writing.

Authorised absences are mornings or afternoon away from the school for a good reason like genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which Longcroft does not consider reasonable and for which no "leave" has been given. This type of absence can lead to Longcroft and or the Local Authority using sanctions and/or legal proceedings.

This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Holidays

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular non-attendance are best sorted between the school, the parents and the child. If your child is reluctant to attend, excusing them from attending makes the situation worse as it gives the impression that attendance does not matter.

Persistent absence:

A student becomes a 'persistent absentee' when they miss **10%** or more schooling across the school year **for whatever reason**. Absence at this level can severely damage a child's educational prospects.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

Absence Procedures for parents/carers

If you child is absent you must:

- Contact Longcroft as soon as possible on the first day of absence selecting the attendance/absence option 01482 862171.
- Provide a written note in their planner on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.

Students arriving late before their register has closed.

Any students who arrive late during the morning registration period should go directly to their tutor base, to be registered. It is to be recorded at what time each pupil arrives, when they are late to registration.

After registration has closed

Any students who arrive late after the morning registration period should report to the Attendance Office in Student Services at upper school site to sign in, and sign the time that the pupil has arrived. At the Attendance Office, the pupil will receive a late slip. The late slip should be given to the subject teacher. Those without a genuine reason for arriving late (either medical appointment or illness), after the register has closed, will be marked as an unauthorised absence (U). PLEASE NOTE: if a pupil has arrived to school late due to missing a bus, this will be marked as U – this mark means that a pupil has arrived to school after the registration has closed without a valid reason. **Registration closed:** The official close of the register is 10:00am and 2.10pm.

If a student has additional needs then reasonable adjustments of these timings may change.

Students leaving the site

A student who has a legitimate reason for leaving school site must bring valid documentation, (or a note in their planner, medical appointment card/letter). They then must sign out at the school office and collect an authorisation pass.

Responding to non-attendance

Where Longcroft have had no contact from a parent/carer Longcroft will respond in the following manner

- First day telephone contact/text will be implemented as soon as possible for all students. Further attempts at communication may also be made. On different days through the week, members of the attendance team and/or a member of the Senior Leadership Team may visit any child who is absent from school. Our attendance team may be accompanied by a member of the Neighbourhood Policing Team during these visits.
- With continued non-attendance the case will be brought to the attention of the Attendance Officer/Education Welfare Officer. Further action may include participation in attendance improvement initiatives, home visits and/or meetings between the school, parents/carers and pupils and, if appropriate, other agencies in an attempt to identify and solve the problems which are preventing the pupil from attending Longcroft.
- In cases where attendance does not improve appropriate action will be taken by the Attendance/Education Welfare Officer in liaison with the Year Leader and Assistant Headteacher.
- Re-integration – the return of a pupil to Longcroft after long term absence requires special planning. The Year Leader and Attendance Officer/EWO in consultation with the PD Tutor and AHT will be responsible for establishing and managing a programme for return which meets the individuals' needs. Staff will be informed of the return of long term absentees and of any special arrangements that have been made.

Letters and communications home

A standard letter will be generated by Attendance Staff or the administration staff for absence without known reason. These letters are generated weekly. All replies will be returned to the Attendance Officer for action.

In line with the attendance intervention waves, letters are sent home if attendance falls below 95.5%, 92.5%, and a further letter is sent out at below 90% attendance. Parents may be requested to attend a meeting if attendance falls below 90% or if there are any concerns or trends in their child's attendance. If there are no improvements with a pupil's attendance following these letters being sent home, the school may refer the pupil to the Education Welfare Officer in line with the actions on the attendance intervention waves.

Personal Details

It is vital that parental details are correct. There are times when we need to contact parents/carers to discuss absence or more importantly to contact a parent in the event of an emergency. Data check sheets are distributed at the start of the year and it is the expectation that parents notify Longcroft of any changes in personal contact details.

Moving to a different school

It is important that if families decide to send the child/children in their care to a different school/academy they must inform Longcroft as soon as possible. **Your child/children must continue their education with Longcroft** until their start date at the new school. Schools/academies may be reluctant to take a child onto roll where attendance is low and so it is imperative that they continue to attend.

A pupil will not be removed from the school's roll until we have received confirmation that they have started at the new school/academy and the following information has been received and investigated.

- The date the pupil is leaving Longcroft and starting a new school/academy
- The address of the new school/academy, and confirmation from that school/academy that the pupil has been admitted

The pupils' school record will then be sent on to the new school/academy as soon as possible. In the case of movement abroad records will be provided for the pupil to take with them.

In the event that the School has not been informed of the above information, the family will be referred to the Local Authority as a 'Child Missing Education'.

Longcroft will complete a 'Common Transfer File' (CTF) for all pupils leaving the school for another school/academy.

New Pupils

Any parent wishing to apply for a place at Longcroft may do so following our admissions policy.

- The definition of a parent/carer is:
- All natural parents, whether they are married or not;
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- A person who, although not a natural parent, has care of a child or young person with whom the child lives and who looks after a child, irrespective of their relationship with the child;
- Any person who has care of a child or young person i.e. lives with and looks after the child.

Rewards and Sanctions

- Rewards should recognise good and improved attendance. 3 reward stamps will be issued to any student who has achieved 100% attendance. Reaching the school target of 95.5% attendance could ensure attendance for end of term and annual student trips. Certificates and reduced cost prom tickets for 100% and 95.5% attendance for KS4 students may be made available. Year assemblies are also used to celebrate attendance. Attendance will be celebrated every three weeks in the PD lesson and will be referred to during SLT Assemblies.
- Sanctions should support students to improve their attendance. Detentions will be issued for students who are late to lessons for more than 20 minutes in a week. They will have to make up the time in an after-school detention the following Tuesday in the Upper School Canteen. If lateness persists a referral may be made to the Year Leader and/or EWO service. Those students who have poor attendance may be referred to the Education Welfare Officer, who will put students on an attendance plan and targets. Once students have been referred to the Education Welfare Officer, this could lead to the cases being placed in the Fast Track to Prosecution Procedures.
- If a student arrives at Longcroft after the 8:35 bell twice in a week they will be placed in an after-school detention.

Responsibilities of Longcroft staff

PD Tutor:

Register students accurately and to monitor attendance at tutor time. Registers must be sent during the first 10 minutes of tutor time. If a student arrives late to tutor time, the register must be amended and resent and 'minutes late' should be added to SIMS. On the days where there are assemblies a paper attendance register must be sent to the Attendance Office.

If this isn't completed it represents a safeguarding issue.

Members of staff who 'opt-out' of the agreed framework/policy may be disciplined in line with the discipline policy for failing to follow school policies.

- Failure to complete a register in the first 10 minutes of Tutor time
- Completing a register inaccurately
- Failing to resend a register once latecomers have arrived
- Not completing a register

Share weekly attendance percentages with their form – who will record this in their planner. Verbally praise students who are 95% and above and students who have improved their attendance. Celebrate attendance during PD lessons.

Support students in managing and completing catch up work.

Engage in mentoring of identified students with attendance or potential attendance concerns. This will be done with the direction of the Year Leader and the AHT in line with attendance intervention waves.

Liaise with YL's and the Pastoral team to ensure there is effective contact home where attendance and punctuality is an issue and or where there are welfare concerns.

Subject Teachers:

Challenge lateness and absence without good reason and enter 'minutes late' into SIMS if a student arrives at your lesson without a note from a member of staff.

Complete the register accurately within 10 minutes of starting the lessons so any safeguarding concerns can be acted upon swiftly and checks to vulnerable student's attendance can be made. If students turn up late please resend the register within the first twenty minutes of the lesson.

Members of staff who 'opt-out' of the agreed framework/policy may be discipline in line with the discipline policy for failing to follow school policies.

- Failure to complete a register in the first 10 minutes of a lesson
- Completing a register inaccurately
- Failing to resend a register if latecomers have arrived within 20 minutes of the lesson commencing
- Not completing a register

If a student is late for their next lesson due to teacher intervention, then a note should be provided/email sent. Wherever possible, discussions should not impact on punctuality to the next lesson and should take place at an alternative time, unless there is an immediate student welfare issue which needs resolving.

Report any persistent issue to the Curriculum Leader of the subject area who is dismissing the students. Cut in your own CL and AHT of behaviour and attendance to the e-mail.

Authorisation Codes

- Staff should mark students either present, absent or late.
- Present **I**.
- Absent **N** This mark will then be changed by the Attendance Officer or by Pastoral Team to the appropriate absence mark and a note will be made through SIMS.
- Study Leave code **S**. The date for personalised study leave will vary for each student, dependant on exams and study time. The code will be used scarcely and in line with DFES guidance
- No dashes – should be left on the register

Role of the Data Manager/Support Staff:

Generate student attendance reports, working in liaison with the AHT. Whole school attendance reports for Governors, SLT, YL's and other stakeholders. Tutor group weekly attendance reports for PD Tutors/YL's Individual attendance percentage to be reported through the planner during PD Period and the PD lesson.

Role of the Attendance Officer:

- To oversee the registration process and monitor that registers are completed accurately and on time.
- To report any system/data errors to the admin team
- To be in the attendance office during morning registration and the first period of every day to receive telephone calls regarding attendance/absence; Once morning registers are in, to activate parent call system, within half an hour of the morning register closing.
- To enter codes onto SIMS for known student absences
- To ensure that letters are sent home in line with the attendance intervention waves at relevant trigger points.
- To monitor internal and external truancy, in conjunction with Pastoral Managers, PD Tutors and Year Leaders.
- To use Attendance Tracker effectively and in liaison with all stakeholders. Paying specific attention to; absence of vulnerable groups for (example Welfare concerns, SEN, Disadvantaged, Service, LAC etc) students at risk of becoming persistent absentees.
- To look for patterns in student absence, in conjunction with Pastoral Managers; and report to YL's, to maintain links with parents and carers as soon as a reason hasn't been provided for the absence.
- To work closely with the EWO to ensure all documentation and recording of interventions are in place.
 - To refer students to the PD Tutors and YLs for attendance mentoring when required.

Role of Pastoral Managers:

- To monitor internal and external truancy, in conjunction with Attendance officer and Year Leader
- To monitor student absence via lesson reports; to contact parent/carers when students receive sanctions for truancy and to look for patterns in student absence, in conjunction with Attendance Office.
- In liaison with the Year Leader – identify students for attendance report in line with attendance intervention wave actions
- Liaise with the, YL, AHT i/c inclusion and AHT i/c attendance where alternative packages are needed
- To ensure liaison with external agencies where there are on-going concerns with attendance and welfare
- To report any key student concerns to YL and AHT regarding attendance that also link to welfare/behaviour issues

Role of Year Leaders

- To communicate weekly, relevant and up to date attendance information with PD Tutors and to direct and support form tutors in monitoring and mentoring their students' attendance in line with the attendance intervention waves.
- To QA the attendance process and expectations of tutors during form time.

- To celebrate attendance during assembly and the use of rewards.
- Complete attendance cycles every 5 weeks, analysing effectiveness of interventions and report to the AHT i/c of attendance.
- To have regular contact with students who have persistent attendance issues, and to engage with parents where attendance is affecting their learning and emotional development.
- Identify hard to reach families where students have or at risk of persistent absences
- To work with the AHT to analyse year group data trends and respond and action plan accordingly
- To liaise with Attendance Officer, Pastoral Team and AHT, where attendance is adversely affecting academic achievement/progress.

Role of the School Welfare Officer

- To advise Attendance Officer about welfare concerns
- To ensure first morning calls are made to parents of high risk welfare issues
- To share attendance concerns at multi-agency meetings, CP meetings and Child In Need Meetings
- To liaise with the Year Leader where part time re-integration timetables are in place.
- To advise on welfare concerns and to liaise with parents and carers to identify barriers to attending school
- To liaise with AHT regarding attendance concerns
- To inform the EWO of attendance concerns and work with them to intervene
- To make referrals for fixed term penalties if appropriate
- To work with the attendance officer and advise and gate-keep with regard to letters sent home at trigger points on the attendance intervention waves. It may be that a letter home is not appropriate should there be ongoing serious health issues, bereavement etc. and that alternative communications are made.

Role of the Assistant Headteacher with responsibility for Attendance

- To liaise with Year leaders and School Welfare Officer, EWO and Pastoral ensuring attendance waves of provision are adhered to by all staff.
- Overseeing the efficient operation of the attendance system and the collation and analysis of attendance data through the work of administrative support.
- To produce and disseminate the attendance profile for the whole school and to report to Senior Leadership Team (SLT) on attendance matters.
- To complete Attendance Impact Reports as requested by the Headteacher

- To share Impact Report and Data Analysis with the Headteacher, Governors, SLT, Year Leaders and all other relevant stakeholders
- To update all staff on headline figures for attendance and PA.
- To have oversight of attendance policy and practice – ensuring the QA process is adhered to in conjunction with with AHT QA
- To track and report on CME and PMOIE within school and to report to relevant other agencies as appropriate including LA CME officer

Role of the Headteacher

To oversee the implementation of the whole school attendance policy. To report on progress to governors, students and parents/carers and to ensure that challenging but achievable targets are set to improve attendance.

Role of the Governing Body

The Governing Body has clear duties in connection with attendance and a Governor is nominated to undertake this role. To set an annual school attendance target and to review attendance progress reports at Governors' meetings.

Role of the Local Authority

The Local Authority's' aim is to support the school and maintain and improve individual students and whole school attendance. This is facilitated by the Education Welfare Service (EWS) and the Education Welfare Officers(EWO's). The Education Act 1996 states that children of compulsory school age are registered and attend school, which is enforced by the Education Welfare Officers.

Performance Review

The policy, and its effectiveness, will be the responsibility of the DH QA, SLT, JGO, LM, CLs and YLs. The Assistant Headteacher of QA will examine available reports, data and procedures to ensure policies are implemented accordingly. Periodic items will appear under a standing item on the SLT agendas to discuss specific Attendance issues and confirm the effectiveness of all policies. Where there are shortfalls these will be discussed with the relevant manager until resolved.

Appendices

- i. Attendance waves of intervention and support

Training

All staff involved in attendance will be reminded of the procedures for recording and reporting attendance through staff handbook and yearly update at the beginning of the academic year. New staff will also be provided with relevant information and guidance.

Attendance Interventions at Longcroft



WAVE 6 AHT, EWO – Prosecution

- * Students becoming PA – below 90% will become a target group
- * FSM/PPG students will be target group for first morning calls.
- * AHT to identify vulnerable cohorts

If no improvement case will be referred to Education for Fast Track Prosecution

- Every absence requires an EWO to verify absence

WAVE 5 AO, AHT, EWO – <90%

- Formal letter to parents, now classed as PA
- EWO to make fortnightly visits to work with family
 - Legal proceedings considered

Rewards

- 100% weekly attendance = 3 reward stamps
- 100% weekly prize draws
- Celebration during PD Lesson
- Parental contact
- End of term/year trips

WAVE 4 YL, AO, AHT, EWO – <92.5%

- Where attendance does not improve, this may result in a fixed penalty fine
- Multi-agency involvement may secure further strategies/interventions
 - Parents asked to attend school panel meeting

- 4 week plan established and parents to attend school panel every month to review progress. Referral maybe made to LA

EWO, Attendance Office, AHT will meet fortnightly to discuss the group below 92.5%. Action Plan for these students will be implemented and analysed

- * Year Leader to identify maximum of 10 students per PU cycle to monitor and support
- * YL to liaise with tutor and report to AHT percentage impact on overall year group
- * Pastoral Team to liaise with YL and PD Tutor if there are additional concerns

WAVE 3 YL, Pastoral, AHT, EWO – <93.5%

- YL, AHT, Pastoral or EWO to meet parents and agree an action plan
 - Review meeting to take place after 6 weeks

- * Tutor to provide each student with their cumulative and weekly percentage data each week. Students record in their planner
- * Year Leader will QA planners
- * Student's provided with attendance facts and information through PD period PD lesson

WAVE 2 PD Tutor, YL & Pastoral – <95.5%

- AO will inform YL & Pastoral when student falls below 95.5%
 - Attendance office will send out a letter of concern

- Student mentoring (3 week cycle) will take place by PD Tutor, YL or Pastoral Team & look at PU to see if there is underachievement, possibly linked to low attendance
- Attendance Cycle analysis will take place by YL and will feedback to AHT

WAVE 1 Attendance Officer & PD Tutor – 97% Preliminary Identification

- AO informs PDT who has conversation during PD period or lesson with student ensuring all is ok and if any support is needed
 - Tutor analyses attendance data to see if there any trends to absences – Any concerns refer to YL
 - Attendance sticker to go in planner to flag attendance and encourage all stakeholders to work together.

**ALL REGISTERS MUST BE COMPLETED ACCURATELY & IN THE FIRST 10 MINUTES OF A LESSON/FORM PERIOD
REGISTERS MUST BE AMENDED IF A STUDENT ARRIVES LATE**

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