



Carter's Charity Primary School

Pilling Lane, Preesall, Poulton-Le-Fylde, Lancashire FY6 0HH

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Friday, 30 January 2026

Late Arrival Procedures

To ensure that we can maintain a safe environment for our children and adults, we need to have clear procedures when children arrive late to school.

Children come to school after the published start of day for a variety of reasons, but all families need to follow the following process:

- Bring your child(ren) into school personally. Please do not drop them off and expect them to make their own way in to school.
- Using the entry system, log the child(ren)'s arrival giving a reason for the lateness. This is then a legal record of their arrival in school.
- Wait for a member of staff to open the door to allow them into school before leaving them.

We are doing this to ensure all children are kept safe at all times. On a small number of occasions, children have come in on their own and, due to the nature of a busy workplace, there was no one immediately available to greet them and guide them into school. This has resulted in the child being left unsupervised in an area where they have not been seen for a period of time.

We appreciate your support with this and if you have any questions or concerns please do get in touch.

Many thanks

Head teacher

