

KIRKCALDY HIGH SCHOOL



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Date: 05/09/25

Our Ref:

Dear Parent / Carer,

Latecoming – Updated Process

From Monday, we will be implementing our Late process in an effort to support young people and families in ensuring that learners are in class, on time and ready learn. Young people who are frequently late lose a significant amount of learning time, which has a direct impact on their experiences and achievements within school.

The process

Young people who arrive at school between 8:40am and 8:45am will be marked late on our attendance system. A text message will be sent to families to alert them that their child is late to class. This will be monitored in the normal way to ensure issues are identified and resolved as per our current policy.

Young people who attempt to enter the school building after 8.45am will be directed to the main school door (all other doors are locked after 8.45am for security reasons). Once they arrive at the main door, they will be greeted by a Pupil Support Officer who will take their name and offer support, where required. This will then be logged on our attendance system and a message to say they are late will be sent home.

Where a young person has been logged as late on 3 or more occasions, within a period of a month, further school-based consequences will be actioned. This will be based on time at lunch to catch up on any work missed and to complete a reflective exercise highlighting the need for good timekeeping. The more a young person is late, the more graduated the consequences become, with involvement of Guidance, Year Heads and families where necessary.

We realise that families are very supportive and seek to ensure that their child(ren) is / are in school on time. We also know our young people well and understand that for a small number there are issues that may prevent them from attending school on time. This is recorded and we will endeavour to ensure that they continue to be supported in other ways. Fundamentally, we are looking to support you, and seek your continued support, to ensure that your child is in school, on time and ready to learn.

There are times, however, where young people are choosing to go to the shop, spending time waiting for friends and other areas that are outwith your control and we are seeking to reinforce the same message here at school as at home – young people must attend school, on time. As you will be aware, good timekeeping is a critical life skill that will support them after school in employment.

“Respect for Self, Respect for Others, Respect for Learning”

If you have any concerns or wish to discuss this further, please get in touch with us here at school, using the school email address at the top of this letter.

Best wishes,

Kerry Gibb

Kerry Gibb
Depute Headteacher



Rector : Mr Chris McKay

