

Ref: Punctuality/SS/noc

23rd October 2023

Dear Parents / Carers,

Re: Punctuality & Attendance

We are writing to all families to emphasise the importance of being in school on time. We do, unfortunately, have some families routinely arriving after classroom doors have closed.

Classroom doors open at 8.30am every day and children need to be in class by 8.45am at the very latest so that they can start their lessons promptly. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to repeat instructions or tasks, and it is also disruptive for the other children who have come to school on time.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies.

There may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us of when you will arrive.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act. **High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service, or other agencies, which have a duty to investigate further and could result in legal action being taken against you.**

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact the school office who will be able to make an appointment for you with myself or Mrs. Martin.

Yours sincerely



Ms. S. Shepherd
Headteacher



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'Be The Best You Can Be'



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