

Monday 13th November 2023

Dear Parent / Carer,

RE: Punctuality

As you will be aware good attendance and punctuality is of great importance in school. We are required to monitor the attendance and punctuality of all children and ensure parents / carers are informed when we have concerns.

On-going lateness (after the class register has been taken) is classified as an unauthorised absence. We understand that 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 when you will arrive.

School starts at 8.50a.m. every day. Children need to be in their class at 8.50am so that they can be registered and start their lessons promptly.

We would like to remind you that the law requires pupils to attend school regularly and this includes arriving on time each day. A pupil who arrives 5 minutes late each day will have missed 3 entire days of school by the end of the year.

When a pupil consistently arrives late to school, there are many disadvantages such as:

- They may miss out on essential instructions given at the beginning of lessons.
- They may feel awkward and embarrassed going into the classroom when everyone else is already settled.

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.

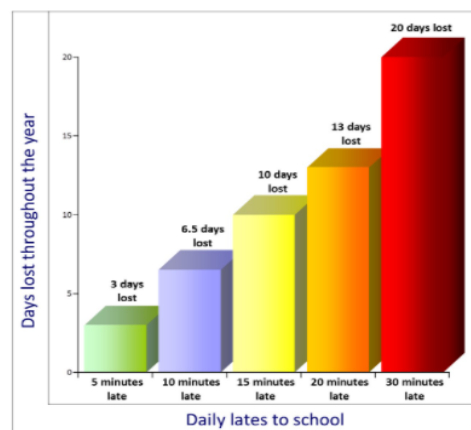
There are also very serious legal consequences for parents and carers when children are persistently late. If your child has a high level of lateness, you will receive a warning letter and an opportunity to meet with a member of the attendance team. After this, continued lateness could result in a Penalty Notice (a £120 fine, £60 if paid within 21 days) or a summons to Magistrate's Court.

This week we will be sending carrying out our first step of sending out warning letters to families causing a concern. If concerns still persist then unfortunately we will need to refer to the local authority.

If you need any support with supporting your child with morning routines, please ask to speak to a member of the attendance team.

Kind regards,

The Attendance Team



NB Figures are rounded up to the nearest half day

10 minutes late to school every day adds up. It is the same as losing 6.5 days of school each year.

