

3rd May 2022

Dear Families,

PUNCTUALITY

I am writing to all families to emphasise the importance of being in school on time. Over the last couple of weeks there has been an increase in the numbers of children arriving late for school. School starts at 08.55 every day. Children need to be in their class line at 08.50 so that they are ready to go into class at 08.55.

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. 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 are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken at 9am) is classified as an unauthorised absence and this is contrary to The Education Act.

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.

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 make an appointment to do so. Please keep in mind that Breakfast Club is available to children from 7.30a.m.

Yours sincerely,

Jayne Mitchell
Executive Headteacher