



Headteacher : H.Portrey

10th January 2022

Dear Parents/Carers

Punctuality and School Attendance – IMPORTANT INFORMATION

We are writing to all families to emphasise the importance of being in school on time, as there have been numerous incidents of some children routinely arriving in school late.

Our doors are open from 8.45am every day.

Children need to be in their class for registration by 8.55am at the latest.

If you arrive after 8.55am with your child, you should go straight to the School Office, to register their attendance, as classroom registers will be closed.

After 8.55am, children will be marked as late or, if arriving to school after 9.30am, it will be marked as an unauthorised absence for the whole morning.

Arriving to school late can be very disruptive for the child, as they obviously miss starting the day with their peers and the beginning of the morning lesson. This means that they are often unsettled and confused about tasks, which is not a great start to their day.

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.

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 as soon as possible.

We also must make you aware that a significant amount of unauthorised absence could result in further action being taken by the local authorities, for example the issuing of a penalty notice. This is £60 if paid within 21 days rising to £120 after that period.

If you are experiencing difficulties with punctuality and would like to talk to someone in school about it, please contact the School Office on 01604 761456. A member of our staff will take your details and pass them on to the relevant person, who will call you back.

Thank you for your continued support.

Your faithfully

A handwritten signature in black ink, appearing to read 'H Portrey'.

H Portrey
Headteacher

