



Ms Sue Lovecy, Head of School

July 2019

Dear Parent(s) / Guardian(s),

Attendance and Lateness - Changes to procedures if your child / ward is late.

The importance of good attendance and punctuality to school cannot be stressed too highly. Children who attend school with high levels of attendance and who are on time and ready to learn are much more likely to do well with their learning and reach their full potential.

We are concerned about the children who are frequently late to school and miss the vital first part of the day and about those children who are persistently absent from school (with attendance less than 95%).

In order to obtain a full mark on the register in the morning, all children need to be in school by 8:50am. If they arrive after this time, a late mark will be recorded on their register.

As of September 2019, if your child / ward is late to school, they must be accompanied into school by a parent or guardian via the Nursey gate. Please ring the bell and a member of staff will open the door and ask you to sign in the child.

Secondary pupils must sign in at the Main Reception with the school receptionist.

Please be aware that absence from school and late attendance is recorded on your child's register and these registers are checked every week by the Education Welfare Officer Susie Blake. Her role is to encourage good attendance; to do this she will meet with, write to, fine and sometime prosecute parents. She is contactable to speak to on 01743 254397 or 07990 085709.

If you are concerned about your child's lateness or attendance, please talk to their Class Teacher at the end of the school day or contact them by phone or email.

Thank you for your continued support,

Steve Wilkinson

Deputy Head Teacher

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