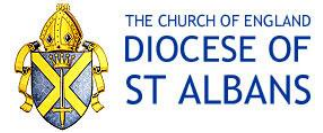




# Stapleford Primary School

(Church of England, Voluntary Aided)



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Wednesday 1<sup>st</sup> May 2019

Dear Parents / Carers,

## Re: Punctuality

I am writing to all children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving at school late.

**School starts at 8:40am every day.** Children need to be in their class line at 8:40am 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. It is essential that you ensure your child arrives at school on time to prevent disruption to your own child's learning and that of others. 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.

I 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. The school 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. The Attendance Improvement Officer (AIO) visits the school termly and scrutinises the registers for patterns of absence and lateness. The computerised system we use automatically flags up pupils who are persistent absentees, are often late or who have a high rate of unauthorised absence. Each of these pupils is discussed in turn and this may result in the AIO inviting parents/carers into the school for a meeting about attendance.

The attendance target for all pupils is 96%. The example below attempts to put attendance in perspective: If we received a mark of 80% in a test we might feel that we had done very well. **However, 80% attendance would mean that by the time your child finished Year 5 they would have missed an entire year of school!** The negative impact on their learning would be huge. Please aim to hit the 96% attendance target.

If you are experiencing difficulties with punctuality and would like to talk to about it, please make an appointment through the school office team.

**Please keep in mind that Breakfast Club is available to children from 7:45am**

Yours sincerely,

James Shillito  
**Headteacher**