

8th December 2020

Dear Parents,

Each week an audit of attendance is carried out, I have noticed recently that there has been a rise in the number of children coming to school late. I realise that the current dropping off times are different to the normal expectation of 9am, however, the children still need to be in school at the time given in order not to be marked late.

Lateness is recorded as follows:

L – late - is recorded if a child is slightly late after the time given for staggered start, before the register closes.

U – unauthorised late - is recorded if a child is more than 10 minutes late, after the register closes, after the time given for staggered start.

O – unauthorised absence - is recorded if a child is more than 30 minutes late.

Over this term, 1100 minutes (18 hours) of learning has been missed due to lateness.

I need to advise that unauthorised lateness can contribute towards Fixed Penalty Notices, or the instigation of attendance action plans and Fast Track Attendance Procedures. I do not wish to have to implement either, so please can I ask for your cooperation in this matter. I would like to see many more of our children in school on time.

Thank you for your ongoing support and cooperation.

Kind Regards



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Headteacher

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