



24th November 2023

Dear Parents and Carers,

The staff are becoming increasingly concerned with the numbers of children coming to school late. The majority of children arrive on time and are waiting on the playground, ready for their teachers to bring them into class at **8.50am. THIS IS WHEN SCHOOL STARTS.** Too many children are arriving just after or well after this time.

If your child isn't lined up with their class when the staff member comes out, then they are late!

In some classes, on some mornings, when the register is being taken, there can be up to twelve children missing! This means that important learning is being missed and their late arrival often disturbs the rest of the class.

There are a small number of children whose poor punctuality is a greater cause for concern, as they often arrive after 9.20am – if this happens, then they will be marked in as a 'U'. This means they have an unauthorised absence – if ten of these are reached, then the parents will receive a penalty notice.

Now that the school is part of the St. Teresa of Calcutta Catholic Academy Trust, it has a new attendance officer, Mrs Joanne Davies. She will be looking through the attendance data in the next few weeks, identifying families who are a cause for concern; they will then have to have a formal meeting with her to discuss why either attendance or punctuality are an issue.

From Monday, ALL children will be expected to be on the playground by 8.50am, ready to be collected by their teachers. Once the class has been brought inside, all doors will be closed and parents will need to bring their children to the office and sign them in electronically. This will provide the attendance officer with a digital record of the families she may need to contact for a formal meeting.

For parents who have children who are dropped off on different playgrounds, the following arrangements will be in place from Monday:

- Y3 and Y4 pupils with brothers or sisters in Y1 or Y2 may stay in the KS1 playground with their parents and come into school with Years 5 and 6 through the blue door
- Parents with children in Nursery or Reception must ensure that their older children go into school on time and then drop their younger children in Early Years
- All children will continue to leave school from their class exit at 3pm as now

Similarly, there is an issue with late pick-ups, often ten or more minutes after the end of the school day. We recognise that on occasion, things can come up – if so, please let school know immediately. However, if there is a consistent pattern of children being picked up late, then parents will be charged, as outlined in appendix 4 of our Attendance Policy. The policy can be found on our website.

A sincere thank you to all those parents who manage to have their children lined up and ready to learn at 8.50am each morning. Clearly, this letter is not a criticism of you but I felt that all parents and carers needed to be informed of the whole school expectations for punctuality, which have slipped significantly since half term.

Thank you for your support in this matter.

Kind regards,

Mrs Messham
Headteacher