



Morden Mount Primary School

Lewisham Road London SE13 7QP Telephone 020 8692 2920 Fax: 020 8694 8395

Dear Parent/Carer

Punctuality/Attendance

We are advising you that your child should arrive to school on time everyday. By being late your child misses out on the opportunity to socialise with their peers before the start of the school day as well as to settle down and listen to the instructions of the day. Their late arrival leaves them at a disadvantage to their peers and causes disruption to the whole class. Arriving late is unsettling for all children and parents should take appropriate and necessary action to avoid it happening.

I need to remind you that your child is expected to be in school for registration which takes place at 8.55am. Any child who arrives later than 8.55am but before 9:30am should receive a late mark in the register – please ensure that your child reports to the school office to receive their late mark; failure to do so will result in them being marked absent and a text message will be sent to you asking for an explanation. Children who arrive after 9.30am are marked in the register as having missed a session – this is an unauthorised absence.

In order that the punctuality of your child and the whole school improves, I would appreciate your co-operation in ensuring that your child is not late for school in future. You are requested to ensure your child arrives to school on time.

For your information attendance, which includes punctuality, is monitored by the Attendance Advisory Service and legal action can, where necessary, be taken against anyone who is found guilty of an offence under Section 444 of the Education Act 1996. Therefore, the School and the Attendance Advisory Officer will be monitoring your child's attendance and punctuality and will take appropriate action as necessary.

If there are any reasons that are preventing you from ensuring the regular and punctual school attendance of your child, please contact the Senior Administration Officer who will be happy to arrange to meet with you to discuss the situation and possible ways to resolve the situation.

Yours sincerely

B Brammer

Mrs Brammer
Executive Head Teacher

Executive Head Teacher: Briony Brammer
Head of School: Lesley Chapman
GREENWICH CHILDREN'S SERVICES
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