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Dear Parents/Carers

Lateness

Firstly I must say thank you to all our parents and carers who take great care to get their children to school every day and on time. However, it has been brought to my attention that lateness is increasing across the school and we must address this. You are no doubt aware that Government legislation requires strict vigilance when monitoring and reporting attendance and punctuality and as a school we have a statutory obligation to refer persistent 'offenders' to the Education Welfare Service who investigate and in some cases may even take legal action.

We believe that children should learn from an early age the importance of punctuality and we look to enforce this by ensuring they arrive at school before the bell rings at 8.55 am. Where a pupil persistently arrives late without an acceptable explanation, the school could record it as 'unauthorised absence'. This may render parents liable to a referral to the Education Welfare Officer.

Children who arrive late must not be dropped off at the school gate, but must be accompanied into the school by the parent or carer and signed into the Late Book in the front entrance. This book is inspected by the Educational Welfare Officer.

Thank you for your co-operation in this matter.

Yours sincerely

S. Chiswell
Headteacher