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9<sup>th</sup> September 2019

Dear Parents,

We are writing to you concerning the issue of lateness. Last year the school recorded **3,091** late marks against children. This was a total of **84,003** missed minutes of school. This is equivalent to over **1400 hours** or over **233 school days** of missed learning. As you can imagine this is a serious concern for the school and something that we need to improve.

We have now been back for 1 week and so far have recorded **5** late marks. This is a big improvement on last year where we recorded **18** late marks in the first week so thank you from the school for ensuring that your children are arriving on time.

Could we please remind all parents that school begins at 8:50am. Our caretaker end doors at the top of the Key Stage 2 playground remain open for a short while longer to allow parents with children in both key stages to see children into lower school and then walk older children around to upper school.

When the children arrive in class the lesson begins immediately with the register being taken straight away. Arriving late into class will mean that children are uncertain of what to do as they have missed the instructions for the lesson.

Lateness also means that the lesson and learning of the whole class suffers because the teacher or teaching assistant has to spend valuable teaching and support time informing the child arriving late of what they have missed. Research suggests that children who are taken out of school may never catch up on the learning they have missed.

Where children are regularly late the following procedures will be followed:

1. An official letter, phone call or home visit from Mr. Grimes, Mrs. Cattermole or Mrs. Cartwright (school's Educational Welfare Officer);
2. An Attendance Case Conference (ACC) meeting in school with Mr. Grimes and Mrs. Cartwright with review meetings to follow;
3. Referral to the Local Authority for a Fixed Penalty Notice to be issued.

Beyond these actions it may become necessary to request a court date.

I am sure you will agree that this is something that we can all work together to improve. Please support us and help your child by ensuring that they arrive at school on time, by 8:50am, and that they come through the appropriate school door.

Thank you for your support,

Mr. A. Grimes

