



Monday 13th September 2021

Dear Parents and Carers,

Re: Being on-time for school

Now that the children have been back for a full week, I write to you with some important information about children being on-time for school.

The school doors open every morning at 08.45 and close at 08.55. Children arriving in between these ten minutes are marked present and on-time for the register. However, children who arrive after 08.55 are marked late (an 'L' code). Children who are very late to school may get a 'U' code, and this late code counts towards their overall attendance. Please note that the 'U' codes are an **unauthorised** absence code, and if children have too many unauthorised codes then school may begin Fast Track Legal Processes and take parents to court. **This could lead to getting a fine.**

Being punctual to school has the following benefits:

- Encourages good life habits for years to come.
- Learning for your child is not interrupted – they make a good start to the school day.
- Learning for other children is not interrupted. (Teachers do not have to stop their lessons).
- Children take part in all of their lessons.
- Children stand a higher chance of being able to go to the Attendance Shop each half term.

A few minutes of lateness each day has a very negative impact on teaching and learning in the classroom. See the table below for what lateness might look like, on average:

Average mins late per day	Hours and minutes missed in one year due to lateness	This means this many lessons are missed in one year!
2 mins	6 hours and 20 mins	Around 7 to 8 lessons
3 mins	9 hours and 30 mins	Around 10 to 12 lessons
4 mins	13 hours	Around 15 lessons
5 mins	16 hours	Around 20 lessons
10 mins	31 hours and 40 mins	Around 35 to 40 lessons

Thank you for your support in ensuring that your children arrive on-time for school each day.

Best wishes,
Mr. Douglas
Deputy Headteacher

