

The Grove Primary School

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Headteacher Ms Karen Martin



Friday 22nd January 2016

Attendance and Punctuality

Dear Parents/Carers,

We have made a fantastic start to this school year as far as attendance is concerned, achieving an overall attendance figure of **96.1%** for the autumn term. This is up considerably on our attendance for the same period over the last two years and is above our whole school target of 95.5%. Thank you for all your hard work in ensuring that the children are in school as much as possible.

Punctuality is also vitally important. Arriving at school in time for **registration at 8.55am** means that your child will be ready to start the day calmly with the rest of their class. They will be able to get themselves organised for the day and receive any instructions or information from their class teacher about their work. Most importantly they will be there for the **start of the first lesson at 9 o'clock**, thereby maximising their learning time. Children arriving in their classrooms after 8.55am can disrupt the whole class, as well as it being embarrassing for the latecomers themselves.

Classroom **doors are open from 8.45am**, so there is plenty of time for children to arrive and prepare themselves for the school day before the register is taken. Our breakfast 'Pitstop' club is available from 8am if you need to bring your child to school even earlier (ask at the school office for further details).

We understand that sometimes children may arrive late at school due to unforeseen circumstances; these should be occasional and not usual however.

If you do arrive late you must accompany your child to the office and enter their name, time of arrival and a **valid reason** for their late arrival in the green late folder. If your child is late at least 3 times in a week or has frequent late arrivals over a half term a letter will be sent home explaining how much of their learning time they have lost and a meeting may be requested with a member of staff and the Education Welfare Officer.

If your child arrives at school after 9.30am, when the registers are closed, this will be marked as an unauthorised absence. This will affect your child's attendance figure and repeated late arrivals of this nature will lead to a letter of absence being sent home.

If you have any ongoing concerns about getting your child to school on time, please contact me via the school office and we can discuss possible solutions and what we can do to support you.

Yours sincerely,

Mrs K. Hardy
Pupil Premium Champion