

The Grove Primary School

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Headteacher Ms Karen Martin



Wednesday 28th March 2018

Changes regarding late arrivals at school

Dear Parents/Carers,

As we have previously mentioned, punctuality is an aspect of school that we need to improve.

Punctuality is vitally important and late arrival at school can affect your child's overall attendance levels. Arriving at school for **8.45am** means that your child will be ready to start the day calmly with the rest of their class. Children arriving late in their classrooms disrupt the whole class, as well as feeling embarrassed themselves.

We understand that on occasion late arrival at school is unavoidable due to unforeseen circumstances. However, late arrival on a regular basis is not acceptable. With this in mind, we will be introducing a new late arrival process after the Easter holidays.

Parents who arrive after the classroom doors are closed at **8.55am** must then bring their child into school through the **Community Entrance**, where a senior member of staff will be monitoring late arrivals. Parents will be asked to explain their child's late arrival and to sign their child's name in the late book, giving a **valid reason** for the lateness. The child will be marked as 'late' in the register. Parents may be invited to stay and speak to the member of staff in more detail if there are concerns about ongoing late arrivals either then or at an agreed time.

Children who arrive **after 9.15 am**, when the registers will close, must be brought into school by their accompanying adult via the school office. Parents will be asked to explain why they are arriving after the close of the register and sign their child's name in the late book, giving a **valid reason** for the lateness. **This will be marked as an 'unauthorised absence' in the register and will count towards the child's overall attendance record.** Parents will be invited to meet with the attendance team to discuss things further if there are concerns that arrivals after the close of the register are affecting attendance levels.

The late book is monitored weekly by the school and also by our Education Welfare Officer and in the case of repeated lateness (3 or more times in one week or a regular pattern of late arrivals over a half term parents will be asked to attend a meeting to discuss the reasons for this and agree targets for improvement.

Please note that this new system for late arrivals will begin on Monday 16th April, when school re-opens after the Easter holidays.

We really appreciate the commitment that the majority of you have to getting your child/children into school on time each day. We trust that with your help our punctuality figures will improve over the rest of the year.

If you have any queries or require further advice or support regarding attendance please contact me via the school office.

Yours sincerely

Mrs K Hardy
Pupil Premium Champion and Attendance Lead