

25th September 2017

Dear Parents / Carers,

Re: Punctuality

At Hampton Hargate we believe that children will only learn effectively if they attend school regularly and arrive and leave school on time. In promoting punctuality we are ensuring that good habits are formed now that carry on in later years. Learning starts immediately as the doors are closed in the morning and by being late your child will miss out on vital information and learning, not only academically but socially by not coming into school with their friends and starting the day in an organised way. Late arrivals also cause disruption to the rest of the children and the teacher in class. Just 5 minutes late every day means missing around 3 days of schooling a year.

Thank you to all parents/carers who already ensure that their children do this.

Since the start of this term however, we have noticed there has been a significant increase in the number of pupils arriving late for school on a regular basis.

Please can we remind you that the cloakroom doors are open from 8.35am and close at 8.45am. Registration takes place at 8.45am and any child arriving after this time will need to enter school through the main front entrance where they should be signed in by parent/carer. If they have walked to school unaccompanied, your child must inform the office staff when they arrive before attempting to go to class.

The number of children arriving late currently is also adding considerable delay and workload to the office staff who then need to take late arriving children to their classrooms.

We are required by law to monitor children's punctuality and attendance. Persistent lateness (after the class register has been taken) is classified as an unauthorised absence and could result in a Penalty Notice being issued by the Local Authority. We want to avoid this but it is something which we may need to consider introducing.

We fully understand that there are occasions when you are unavoidably late or delayed due to unforeseen circumstances. On these occasions, if possible, please contact the school office to inform us of the delay. If you are experiencing difficulties regarding punctuality and attendance, please speak to us so that we can work together to improve the situation.

Over the coming weeks we will be closely monitoring the number and frequency of children arriving late. We will be contacting individual parents/carers as necessary. Historically, our school has an excellent record of attendance and punctuality and it is important that we maintain this.

Again, thank you to all parents/carers who ensure that their children arrive on time.

Thank you for your continued support.
Yours sincerely,

Mr Andy Lyons
Headteacher

