



1st December 2025

Dear Parents

Importance of Arriving to School on Time

We are writing to address a growing concern regarding the increasing number of children arriving late to school each day.

Since September, there have been **320 lates**; with **60 children** signed in late.

Arriving on time is an important part of your child's school routine. When children are late, they miss out on the calm and structured start to their day, including valuable time for settling in, registration, and early learning activities that help set a positive tone for the rest of the day. Persistent lateness can affect a child's confidence, learning progress, and overall sense of routine.

In addition, frequent lateness creates additional work and strain for our office staff, who must stop their duties to sign in and escort late arrivals to their classrooms. This disrupts both the office and classroom routines.

Please note that **children arriving more than 20 minutes after the start of the school day receive a 'U code'** on the register, which is counted as an **unauthorised absence**. This code negatively affects their **overall attendance percentage** and may be subject to follow-up under our attendance policy.

	Doors Open	Doors Close
Nursery	8:40am	8:50am
Rec to Year 6	8:40am	8:50am

We kindly ask for your support in ensuring that your child arrives at school on time each morning. Establishing a consistent morning routine can make a big difference in helping your child start their day confidently and ready to learn.

Thank you for your cooperation and ongoing support in helping us provide the best possible learning environment for all our students by promoting good attendance and punctuality. If you feel you require extra support, please do not hesitate to contact the School Office who will be able to put you in touch with myself or Mrs Byrne, Family Support Worker.

Kind Regards

Mrs S J Goode
Headteacher