



Upper Tulse Hill, London, SW2 2RL

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Headteacher: David Winn **Deputy Headteacher:** Pauline Thomas **Assistant Headteacher:** Lesley Saddington

Monday 7th June 2021

Dear Parents and Carers,

I am writing to all parents and carers to emphasise the importance of arriving at school on time. Recently, a number of our families have consistently been arriving at school after the designated time, or collecting their children beyond the end of the school day. Punctuality rates in particular classes have dropped below the baseline of 90%. We must work together to improve this for the benefit of our children's academic and social development.

The school start times this half term are:

- Reception, Years 1 & 2 - **8.45am**
- Years 3 & 4 - **8.50am**
- Years 5 & 6 - **8.55am**

Children should be in their class line at the above time so that they can start their lessons promptly. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they may struggle to catch up with what they have missed, thus falling behind in their reading, writing or maths.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that your child arrives at school on time to prevent disruption to their own learning, and that of others. We are legally required to monitor children's punctuality and attendance, and ongoing lateness (after the class register has been taken) is classified as an unauthorised absence, contrary to the 1996 Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

Children must be collected from their classes at the following times:

- Reception, Years 1 & 2 - **3.05pm**
- Years 3 & 4 - **3.10pm**
- Years 5 & 6 - **3.15pm**

As of today, if any child's punctuality rate drops below 90% you will receive a letter from me, we will continue to monitor the situation and you would be invited to meet me if there was no improvement in your child's punctuality. High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies that have a duty to investigate further and could result in legal action being taken against you.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact the school office on 0208 679051. I look forward to seeing an improvement in our school's punctuality rate this half-term.

Kind regards,

Mr Winn