



Holy Trinity Church of England Primary School

Excellence in how we worship, learn and work together

Curiosity Hope Empathy RESILIENCE CREATIVITY Happiness

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Punctuality Update

Thursday 1st December 2022

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 day begins at 8.45am. We expect to see our children 'in the line by quarter to nine'. Our registers remain open until 9am, but it is crucial that your child arrives at the time their class teacher takes them in to class.

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 the front playground (or Bunny Class for Reception) at 3.15pm.** We will be monitoring the lateness of children at collection time closely over the course of the next few weeks.

As of today, if any child's punctuality rate drops below 90% you will receive a letter from me, inviting you to attend a meeting where we can discuss how to improve 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 6749051. I look forward to seeing an improvement in our school's punctuality rate from this point onwards.

Kind regards,

Mr Winn

