

Punctuality

Dear Parent / Carer,

I am writing to remind you that we are working hard to improve the punctuality of our pupils. I am sure you will agree that it is essential that our pupils arrive at school on time, ready to begin learning, and also understand the importance of being on time. We hope to continue to see an improvement and would like to thank you for all your support in getting your child to school before 9am.

There is usually a member of staff at the gate to record the names of any pupils who get to school after 9am as this means they are late. **We record their names in order for pupils to go straight into their classes to begin learning as soon as possible.** It is also important that we record any pupil names, so that we will know who is inside the school building, for safeguarding reasons (and to ensure the child is not recorded as being absent, as the register may have been taken).

In addition, we would like to remind you that the law requires pupils to attend school regularly and this includes arriving on time each day. A pupil who arrives 5 minutes late each day will have missed 3 entire days of school by the end of the year.

When a pupil arrives late to school, there are many consequences:

- He or she misses out on essential instructions given at the beginning of lessons.
- Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils, to explain what is going on for the lesson.

There are also very serious legal consequences for parents and carers when children are persistently late. If your child has a high level of lateness, you will receive a warning letter. After this, continued lateness could result in a Penalty Notice (a £60-£120 fine) or a summons to Magistrate's Court.

If you have any concerns or questions about your child's punctuality please contact Myra McCaughey, (mmccaughey@highburyquadrant.islington.sch.uk).

Give your child the best possible chance to succeed. Please ensure they arrive on time each day!

Kindest regards,



Terri Higgins

Headteacher