

Bedford College Academies Trust – Wixams Tree Primary School Attendance & Leave of Absence Policy 2023-24

Status:		Member of staff responsible: Headteacher	Implementation date: September 2023
Issue No:		Approved by: LAB	Next Review Date: September 2024

SECTION 1: POLICY

The law states that a pupil is required to attend regularly at the school where he, or she, is a registered pupil. Regular school attendance and punctuality are extremely important, valuable learning time is lost when pupils are absent or late. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. The school's ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. The school will take appropriate action when necessary in order to promote the aims of the policy.

Aims:

- To maximise attendance of all children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor and support children whose attendance is a cause for concern, and work in partnership with parents and carers to resolve any difficulties.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.

SECTION 2: ATTENDANCE GUIDANCE

Responsibilities of Parents and Carers: By law Parents are responsible for ensuring children attend school regularly and punctuality rests with parents*. However, where school attendance problems occur, the key to resolving

these problems is engaging the child through collaborative working between the parent, the school and the Local Authority.

Parents should:

- Ensure their children attend school regularly.
- Ensure they are punctual for school.
- Ensure they are dressed, as per the school's uniform policy and in a condition to learn.
- Comply with the attendance policy.
- Make sure their child understands the reasons for good attendance and punctuality.
- Make sure appointments are made outside of school hours wherever possible and show evidence of the appointment when it is not.
- Notify the school when their child is absent as soon as possible, preferably on the first day.
- Provide a written explanation for their child's absence on their child's return to school.
- Follow the procedure for term time holidays.
- Only allow absence from school for exceptional circumstances.
- Work in partnership with the school.

Responsibilities of the school

The school will:

- Have a registration system that is accurate, informative and understood.
- Analyse data regularly and identify the actions that need to be taken.

* The term parent includes those who have parental responsibility as defined in the Children Act 1989 and as defined in Section 576 of the Education Act 1996. The latter gives parental responsibility to those who may not be the child's actual parents but have day to day care of the child.

- Follow up unexplained absences promptly.
- Ensure that attendance and punctuality have a high profile in our communications with parents.
- Have clear written guidance for parents.
- Promote good attendance and punctuality for all.
- Work in partnership with families and the Educational Welfare Service.
- Inform parents of their child's attendance regularly during the school year.
- Set and monitor progress towards annual targets for attendance.
- Evaluate the effectiveness of the Attendance Policy.

Responsibilities of the Educational Welfare Service

The Education Welfare Service will:

- Monitor registers regularly.
- Identify pupils/families with attendance difficulties.
- Agree time limited action which needs to be taken by the school or Education Welfare Officer.
- Feedback on the progress of cases and exchange of information.
- Issue penalty notices where applicable.
- Provide advice to the school.
- Work in partnership with the school and families.

SECTION 3: SCHOOL PROCEDURES

- The School uses Attendance Manager provided by SIMS to store and monitor its legal responsibilities in relationship to attendance. This system consists of specialised software.
- Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are completed manually.
- Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

Absence: Parents and Carers can be taken to court if they do not make sure their child attends school, without reason (as defined in law) and if the child has too many unauthorised absences.

Lateness: All parents are responsible for their child's travel arrangements to school and to ensure their child arrives on time. Even pupils coming from some distance are therefore expected to be on time. Pupils are marked late if they are in school before the end of registration but were not present when their name was called.

School hours are from 8.35am until 3.10pm Monday to Friday. The school does not take responsibility for pupils on site prior to 8.35am unless they are attending the Wraparound Club. Pupils must not stay on site after 3.10pm, unless they are taking part in an organised school activity.

- Pupils must arrive at school between 08:35am and 08:45am.
- Pupils arriving after the gate has been closed at 08.45am must report to the School Office.
- Pupils arriving after 8.45am will be registered late.

- Pupils arriving after 9:00am after the register closes will be recorded as an un-authorised late unless a satisfactory reason is given, for example a medical appointment.
- Lateness is monitored by school staff.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality.
- We expect parents and carers to collect their child promptly at the end of the school day as it is upsetting for children if they do not. Children who are not collected within 10 minutes of the end of the school day are brought to the school office and their names are recorded and parents contacted. Where children are collected late from school persistently, parents will be asked to meet with the Headteacher or a member of the Senior Leadership Team.

Illness

- Parents/carers are asked to telephone the school on the first day of absence by 9am to provide the reason for the absence.
- Where Office Staff are not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence.
- If any member of staff is concerned about a reason for absence, the Head Teacher or Senior Leadership Team should be informed.
- In the event of continued sickness, parents are advised to provide information from a relevant practitioner. This keeps pastoral and attendance staff informed of the pupil's needs and appropriate support can then be arranged where necessary.

See Appendix 1 for School Absence Procedures.

Medical or Dental Appointments: Pupils must not leave the school premises during the school day without permission from the Head Teacher in consultation with the parents. Routine medical or dental appointments are discouraged in school time because of the disruption that they cause. However, where appointments in school time are necessary, pupils are encouraged to attend school for part of the day depending on the time of the appointment.

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents should inform the school in advance and show the letter or appointment card as evidence.
- Parents/carers are encouraged to make all medical appointments out of school hours.

Missing Physical Activities: Permission to be excused from PE or Swimming should be made in writing to the teacher concerned and should only be for medical reasons. An explanatory note from a medical professional may be

required should the class teacher see it as necessary to confirm and endorse the request.

SECTION 4: LEAVE OF ABSENCE POLICY for SCHOOLS

Holidays during Term Time: The Education (Pupil Registration) Regulations 2006 have been amended and came into force from 1st September 2016. The amendments remove references to 'holiday' from school and extended leave of absence as well as the statutory threshold of ten school days. Head Teachers should not grant leave of absence during term time unless there are exceptional circumstances.

Requests for leave of absence should not normally be granted for the purposes of a holiday. The application must be made in advance and the Head Teacher must be satisfied that there are exceptional circumstances based on individual facts and circumstances of the case which warrant leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Leave of absence will not be authorised in the following circumstances:

- Pupil's attendance is less than 97% in the previous 12 months
- During SATs years (Year 2 and Year 6)
- Retrospectively – requests received after leave has been taken
 - At the beginning of any academic year
- If there are any other academic concerns such as poor punctuality, pupil's ability to catch up on the work missed etc.
- If leave of absence has already been taken in the same school year

We will also take into account the following:

- The pupil's general absence/attendance record, e.g. unauthorised absence
- Proximity of SATs and public examinations
- Amount of time requested
- Age of the pupil
- Length of the proposed leave – no more than 5 days
- Pupil's ability to catch up on the work
- Pupil's educational needs
- General welfare of the pupil

- Circumstances of the request
- Purpose of the leave
- Frequency of the activity; and
- When the request was made

Applications for Leave of absence: Requests must be made in advance or the absence cannot legally be authorised. All requests must be made at least two weeks in advance to the Head teacher by completing the school application form – see Appendix 2. A parent/carer with whom the child resides must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not.

If leave is granted and you are travelling abroad you will need to supply the school with confirmation of your return flight tickets, such as bringing a copy of the flight tickets into the school reception for us to copy.

Unauthorised Absence: If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Head Teacher's authorisation, Bedford Borough Council (local authority) will issue a Penalty Notice. In these circumstances a warning will not be given. Penalty Notices are per parent, per child as appropriate, so if there are two parents both will need to pay the fine. From 1st September 2013 penalty notices will need to be paid within 21 days at £60 or £120 within 28 days. Unpaid Penalty Notices will result in prosecution for the absence in the magistrate's court.

The school make the decision as to whether the request of leave should be granted or not and the Local Authority make the decision to impose a penalty for this.

Failure to return to school on the date expected: If there is a reason which delays the pupil in returning to school the parent/guardian must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken. This may prevent you from receiving an unauthorised absence for your child, or being fined, if they are unable to return on the date expected.

Roll Removal: A Pupil can be removed from roll in either of these circumstances:

- If you take your child on leave of absence which has been authorised by the school but your child fails to return on the agreed date, any extra time absent from school will be counted as unauthorised. If your child fails to return within ten days of the expected date of return then the school may remove your child from the school roll and notify the Local Authority accordingly.
- Or, if your child has 20 school days continuous unauthorised absence.

Other Absence: Other absence from school will be considered on an individual basis and a decision will be made to authorise or unauthorise the absence.

SECTION 5: MONITORING AND REPORTING ATTENDANCE

Attendance is monitored regularly,

- The Attendance Officer will attempt to telephone families whose child is absent on the first day of absence where no reason has previously been given.
- Teachers must inform the Head Teacher when they notice patterns of absence.
- Attendance data will be collected monthly to establish patterns of irregular attendance. This will include children with incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of un-authorised; and all children with attendance below 90%. This data will be discussed with the EWO as required.
- The Head teacher and EWO will discuss the impact of the School's Attendance Policy, attendance target and the strategies used to promote good attendance annually and the Head teacher will recommend an attendance target to the Governors.
- The Governors will set an annual target of attendance and unauthorised absence and review this annually at its first meeting.

Reporting Attendance

To Parents: All absences, both authorised and unauthorised, and lateness will be reported to parents three times a year, during the Autumn term and Spring term at Parent Consultation meetings and at the end of the academic year with their child's annual report. The Attendance Officer produces these reports using the SIMS attendance module.

In order to give parents/carers a benchmark to their child's attendance to other children in the school and nationally the following grades will be used:

100%	Excellent
98%-99.9%	Very Good
94% - 97.9%	Good
90% - 93.9%	Satisfactory
Under 90%	Unsatisfactory

Parents can make an appointment with the Family Support worker, Head teacher or EWO to discuss any concerns they have. (Appendix 3 – Attendance Factsheet)

To Educational Welfare Service: The Attendance Officer provides an attendance print out of 95% and below to assist the Educational Welfare Officer with their register check. This report is shared with the Educational Welfare Service.

To the Department for Education: Three times a year the Attendance Officer completes the Census return as per guidelines.

To the Governing Body: The Headteacher reports on attendance each term.

Promoting and Rewarding Good Attendance

The class in each key Stage with the best weekly attendance overall receives a certificate and the attendance cup which is displayed in their classroom.

Children who achieve 100% attendance are presented with a certificate at the end of each term. (This figure may be less than 100% if a child has a recognised medical/SEND need which requires absences – this will be discussed at an SLT level)

Children who achieve 100% attendance at the end of the year are presented with a certificate and participate in an additional reward. (This figure may be less than 100% if a child has a recognised medical/SEND need which requires absences – this will be discussed at an SLT level)

The rewards system is regularly reviewed and amended to continue to encourage good attendance particularly for poor attendees.

Improving Poor Attendance

The regular monitoring and analysis of school registers enables patterns and trends to be identified. See Appendix 4 for school monitoring procedures.

Children who are subject to either a Child Protection or CIN (child in need) plan, children who are in public care (LAC) and Young Carers attendance are prioritised each day for absence phone calls and reporting. This is the responsibility of the Attendance Officer who will report directly to the DSL with any concerns.

Step 1: If attendance drops below 96% the Class Teacher will inform parents and follow the conversation up with a letter (Appendix 5) advising them that their child's attendance/punctuality will be monitored weekly for the next term. Parents are able to meet the Family Support Worker, Attendance Officer or Phase Leader to discuss this further.

Step 2: If attendance drops below 93% the Phase Leader will arrange to meet with parents, the Family Support Worker may be invited to the meeting to offer support. The purpose of this meeting is to plan for improvement and will be followed up with a letter (Appendix 6). The 'Attendance Action Plan' will be completed with parents and child to identify strategies and set a target attendance and deadline (Appendix 8). The school will continue to monitor the child's attendance each week.

Step 3: If attendance drops below 89% the child is classed as a 'Persistent Absentee', the Educational Welfare Officer will be informed and parents will be invited to a meeting with the Phase Leader and Headteacher. This meeting will identify specific actions for improved attendance and punctuality recorded in a letter to parents (Appendix 7) and in the completed 'Attendance Action Plan' where strategies are identified and an attendance target and deadline will be set (Appendix 8).

Step 4: If attendance is below 85% the child continues to be classed as a 'Persistent Absentee', at this stage the Education Welfare Officer will meet with parents. Fixed penalties may be incurred with the possibility of prosecution where no significant improvement is evident.

The aim throughout this process is to ensure all children have the best attendance possible. The school will work in partnership with parents and take into account individual circumstances, applying the process accordingly.

A visit to families at home will be arranged if necessary.

Improving Punctuality

Step 1: Once a child has arrived late for school on three occasions within a two-week period a letter will be sent home with the expectation that punctuality will improve. (Appendix 9)

Step 2: If the child continues to be late in the following week the Attendance Officer will make a phone call to parents to inform them of the number of lates their child has incurred and to find out reasons for the poor punctuality. This will be followed up with a letter – Appendix 10.

Step 3: If the child persists in being late the Attendance Officer will inform Class Teacher and Phase Leader who will arrange a meeting with the child

and parent where actions and targets will be set. This meeting will be recorded and sent to parents in a letter – Appendix 10.

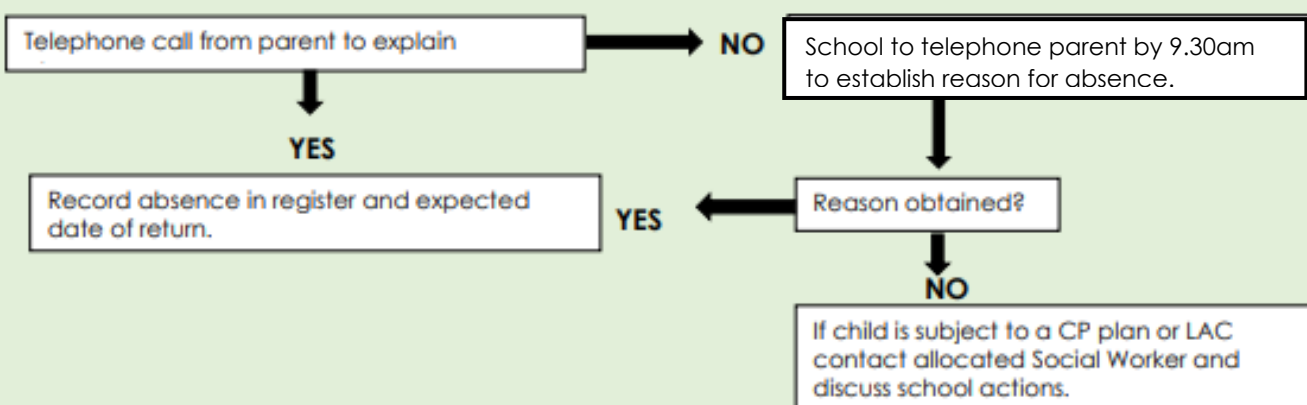
Policy Implementation

The policy and associated guidance will be discussed with staff and governors. A copy of registration guidance will be given to supply staff working in the school. Families will be informed of the attendance procedures via the school website, school induction meetings.

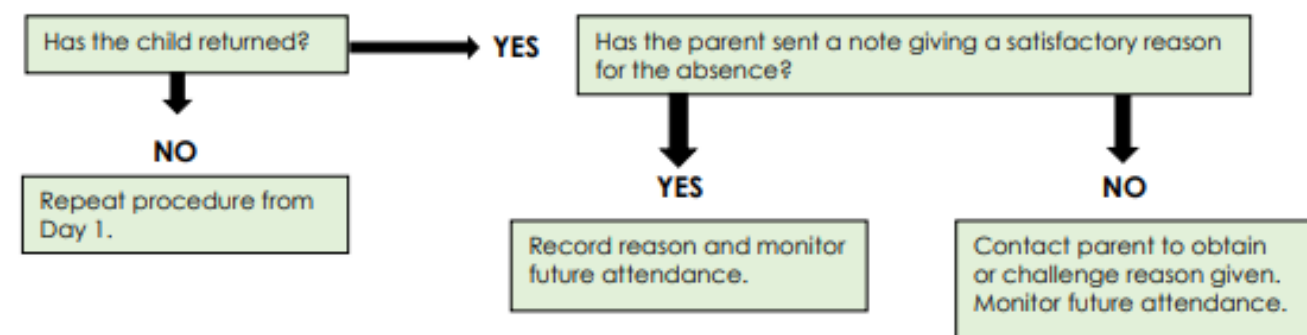
It will be reviewed in September 2024, or sooner if regulations change.

Appendix 1 ABSENCE PROCEDURES

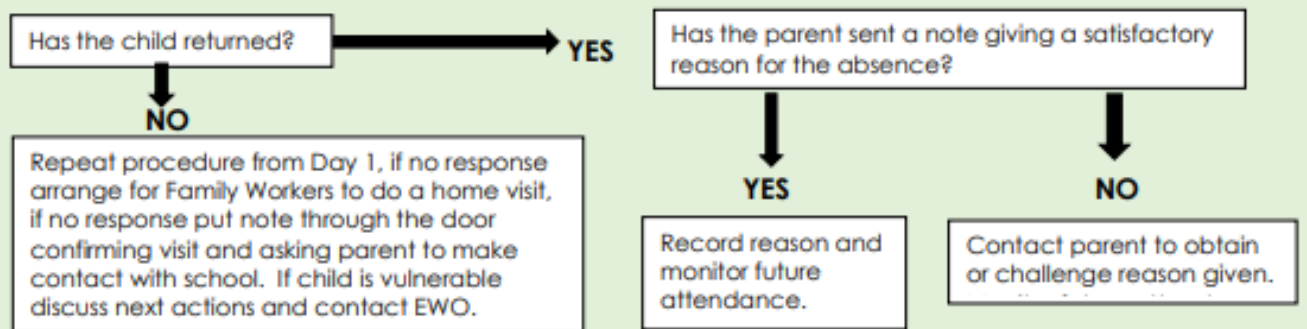
DAY 1



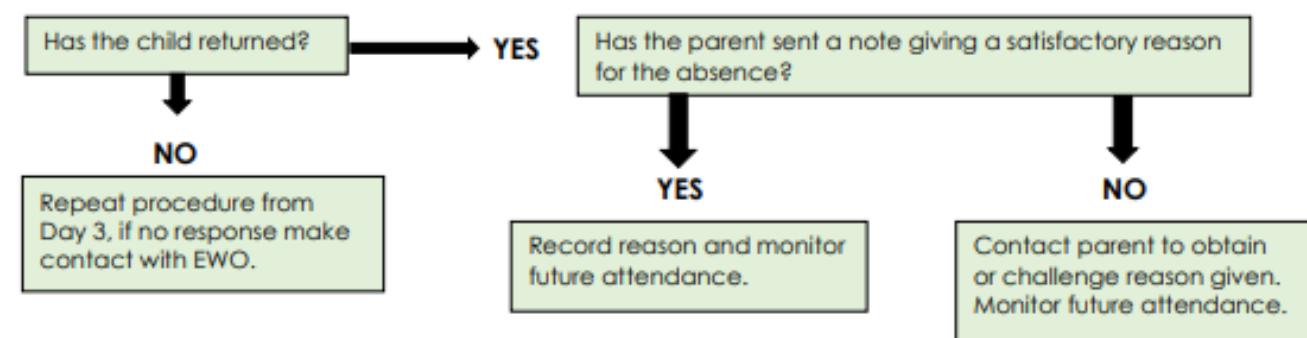
DAY 2



DAY 3



DAY 4



Appendix 2

Wixams Tree Primary School

Application for Leave during Term-Time (For Completion by Parent / Guardian)

Please ensure you have read, and understand the school's Term Leave Policy, this can be found on our school website. Term time leave should be applied for at least 2 weeks in advance of leave being taken.

The Head teacher will only allow your child to take leave during term time if your circumstances are exceptional and authorisation for leave **will not** be given in the following circumstances:

- Pupil's attendance is less than 97% in the previous 12 months
- During SATs years (Year 2 and Year 6)
- In a transition year
- At the beginning of any academic year
- Retrospectively – requests received after leave has been taken
- If there are any other academic concerns such as poor punctuality, pupil's ability to catch up on the work missed etc.
- If leave of absence has already been taken in the same school year

Child's name	Date of Birth	Class

Date for which Leave of Absence is being requested: From:To:
.....

Return to School on (date):
.....

Total number of school days:
.....

Reason for Term Time Leave request:
.....
.....

***Please provide a copy of your provisional / proposed booking to confirm dates of leave requested. If you have children at other schools, a request for leave must be made to each school for their consideration.**

PLEASE NOTE: The Local Authority will issue a Penalty Notice (starting at £60 per parent / per child if paid within 28 days, rising to £120 per parent / per child if paid between 29 and 42 days) if the leave of absence is unauthorised and in excess of 5

school days. Your child will be removed from the school roll if they are absent for 20 consecutive school days without authorisation or do not return after 10 days once the agreed leave has expired.

Signature of Parent: Date:

Wixams Tree Primary School

FOR SCHOOL USE ONLY

Date application received:

.....(Please date stamp)

Child's name	Current Attendance Details (%)	SATS Year	Application Authorised/Declined
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

Leave requested for the beginning of an academic year (September) Yes ≤ No ≤

Provisional booking seen/copy taken and attached to this form: Yes ≤ No ≤ N/A ≤

Reasons for school's decision:.....

.....

Head Teacher's Signature:

Date:

Leave of Absence Returned to Parents (date):
.....(Please date stamp)

Wixams Tree Primary School

Attendance Information

By law, all children must receive a full time education. As a parent/carer you are responsible for making sure that your child attends school regularly and on time.

Remember – Always apply to Mrs Neate via the leave of absence request form if you want to take leave during term time.

What can I do to help my child attend school regularly?

- Ensure your child attends school every day and on time
- If your child is ill, contact the school on the first day of absence Tel 01234 608960 by 9am. (No emails.)
- Only take holidays in school holiday time

Illness

- Children must not attend school if they have any infectious illnesses (please take advice from your GP) e.g. Chicken Pox, Measles, German Measles, mumps etc.
- Sickness and Diarrhoea
- Flu (diagnosed by GP)

The School will always contact you if your child is unwell – always try to send your child to school even if they feel a little “under the weather” e.g. runny nose, tummy ache, headache, etc. If you are unsure if your child can attend school, please contact the school office for further information and advice 01234 608960

Regular attendance also means **PUNCTUAL** attendance

The gate is open between: 08:35am and 08:45am

Morning registration is at 08:35am

All children arriving after 08:45am will receive a late mark (L code on the register)

Children arriving after 09:00am receive a “U” code on the register – unauthorised late absence

Afternoon registration is at 12:30pm for KS1 and 1.15pm for KS2

School Ends at 3:10pm

Please remember to pick your child/children

Unacceptable reasons for absence:

Shopping

Birthday treats and trips

Looking after others at home

Non-urgent medical or dental appointment

Your car breaking down

Picking up or taking relatives to the airport

Family Holidays

These absences will be marked as unauthorised

Appendix 4

Attendance Monitoring Procedures

At Wixams Tree Primary School, we strongly believe that outstanding attendance is vital in ensuring that every child achieves their potential. Therefore we strive to improve constantly and achieve an attendance of 96% or above

100-96%	<ul style="list-style-type: none">• Constant monitoring of attendance by Attendance Officer• Certificates issued termly to celebrate 100% attendance• Weekly certificate for classes in each key stages with the highest attendance
Step 1 95-93%	<ul style="list-style-type: none">• Constant monitoring of attendance by Attendance Officer• Child encouraged to improve attendance by Class Teacher• Telephone call home by Class Teacher to notify parent that attendance has dropped below 96% followed up by letter 1.• Support offered to parents
Step 2 92-90%	<ul style="list-style-type: none">• Daily monitoring of attendance by Attendance Officer• Child and parent invited to meet with Key Stage Lead and Family Support Worker (if needed), meeting followed up with letter 2• School support offered to parents with Family Support Worker• Home visit by Family Support Worker and Attendance Officer/ Headteacher if appropriate
Step 3 89-85% Persistent Absentee	<ul style="list-style-type: none">• Daily monitoring of attendance by Attendance Officer• Parent invited to meet with Attendance Officer and Assistant Headteacher, meeting followed up by letter 3 and an Attendance Action Plan• Home visit from Family Support Worker/Attendance Officer and Assistant Headteacher if appropriate

Step 4 84% & below Persistent Absentee

- School and Education Welfare Officer will monitor attendance
- Fixed penalties and fast track to prosecution for those children/families that show no significant improvement actioned by Education Welfare Officer

Appendix 5 – Letter 1
Wixams Tree Primary School

Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This letter is to record the main points of our conversation today regarding the concerns we have about your child's attendance.

The main points of our discussion were as follows:

- Our expectation for good attendance is 96% or more.
- The reasons for your child's absences were explained as follows:

.....
.....
.....

I have explained the urgent need for your child's attendance to improve over the next two weeks and that we will continually monitor attendance and punctuality.

Failure to improve will mean that the Phase Leader will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's attendance.

Yours sincerely

Class Teacher

.....

I/We understand the importance of good attendance and agree to improve the attendance of over the next two weeks so that it is better than 96%.

Signed:.....

Date:.....

Print Name:.....

Appendix 5a – Follow up Letter 1a

Wixams Tree Primary School

Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This is a reminder letter regarding the concerns we have about your child's attendance as there has not been any improvement since our conversation.

As you will remember our expectation for good attendance is 96% or more and I explained the urgent need for your child's attendance to improve. We will be closely monitoring your child's attendance over the next week and failure to improve will mean that the Phase Leader will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's attendance.

Yours sincerely

Class Teacher

.....

I/We acknowledge receipt of the reminder letter and agree to improve the attendance of over the next week so that it is better than 96%.

Signed:.....

Date:.....

Print Name:.....

Appendix 6 – Letter 2
Wixams Tree Primary School

Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This letter is to record the main points of our meeting today regarding the concerns we have about your child's attendance. The main points of our discussion were as follows:

- Our expectation for good attendance is 96% or more.
- The reasons for your child's absences were explained as follows:

.....

.....

The agreed actions, strategies and target are outlined in the attached action plan.

I explained the urgent need for your child's attendance to improve over the next week and that we will monitor attendance and punctuality daily.

Failure to improve will mean that the Education Welfare Officer will be informed and the Headteacher will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything more we can do to support you with your child's attendance.

Yours sincerely

Phase Leader

.....

I/We understand the importance of good attendance and agree to the actions to improve the attendance of

..... as outlined in the action plan.

Signed:.....

Date:.....

Print Name:.....

Appendix 6a – Follow up Letter 2a

Wixams Tree Primary School

Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This is a reminder letter regarding the concerns we have about your child's attendance as there has not been any improvement since our meeting on

As you will remember our expectation for good attendance is 96% or more and I explained the urgent need for your child's attendance to improve. We will be closely monitoring your child's attendance over the next week and failure to improve will mean that the Education Welfare Officer will be informed and the Headteacher will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's attendance.

Yours sincerely

Phase Leader

.....

I/We acknowledge receipt of the reminder letter and agree to improve the attendance of over the next week so that it is better than 96%.

Signed:.....

Date:.....

Print Name:.....

Appendix 7 – Letter 3
Wixams Tree Primary School

Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This letter is to record the main points of our meeting today regarding the concerns we have about your child's attendance. The main points of our discussion were as follows:

- The reasons for your child's absences were explained as follows:
.....
.....

The agreed actions, strategies and target are outlined in the attached action plan.

I explained the urgent need for your child's attendance to improve over the next week and that we will monitor attendance and punctuality daily.

Failure to improve will mean that the Education Welfare Officer will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything more we can do to support you with your child's attendance.

Yours sincerely

Mrs S Neate

Assistant Headteacher

.....

I/We understand the importance of good attendance and agree to the actions to improve the attendance of
..... as outlined in the action plan.

Signed:.....

Date:.....

Print Name:.....

Appendix 8 – Action Plan
Attendance Action Plan

Current Attendance:

Child's Name:..... Class:.....

Parents:.....

Contact

Reasons for absence:

Strategies to improve attendance:

Number:.....



Appendix 9

Signature of promise	
Child:	Parent:
Date:	

Wixams Tree Primary School

Date:.....

Dear

Child's Name:.....

Unauthorised Lates:..... between and
.....

This letter is to inform you about your child's punctuality.

It is important that children arrive at school on time so that they are ready to start lessons at 8.45am.

When your child comes in late the lesson has already started and it disrupts the other children's learning as the teacher has to stop the lesson in order to explain to your child.

Failure to improve punctuality will mean that the Class Teacher will arrange a meeting with you to discuss this further.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's punctuality.

Yours sincerely

Class Teacher

.....

I/We understand the importance of punctuality and agree to ensure
..... arrives at school on time every day.

Signed:.....

Date:.....

Print Name:.....

Appendix 10

Wixams Tree Primary School

Date:.....

Dear

Child's Name:.....

Unauthorised Lates:..... between and
.....

This letter is to inform you about your child's punctuality has not improved since our last letter dated

It is important that children arrive at school on time so that they are ready to start lessons at 8.45am.

When your child comes in late the lesson has already started and it disrupts the other children's learning as the teacher has to stop the lesson in order to explain to your child.

Failure to improve punctuality will mean that the Phase Leader will arrange a meeting with you to discuss this further and the Education Welfare Officer will be informed.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's punctuality.

Yours sincerely

Class Teacher

.....

I/We understand the importance of punctuality and agree to ensure
..... arrives at school on time every day.

Signed:.....

Date:.....

Print Name:.....