

Attendance and Punctuality

Dear Parents/Guardians,

As we come to the end of our first term we wish to thank all parents and guardians for their ongoing support with our efforts to continuously improve school attendance and punctuality. We place great store on pupils being punctual to school, to weekly assembly and to lessons. Lack of punctuality can affect learning and behaviour not only of the pupil who is late, but has an impact on all other learners as the teacher is often required to recap on missing learning for those who arrive late. In addition, it is quite simply a disruption when a student enters a class late. We also see it as our duty to prepare our students for the work place.

We do wish to acknowledge the fact that the vast majority of our students arrive on time for school and lessons every day and to thank you all for your ongoing support in our endeavours. In the event of a student arriving late for school they are required to sign-in at reception and have a note from home explaining why they are late, as we do appreciate that there are circumstances that are beyond control at times. The students' diary is stamped and the time is written in so the subject teacher can amend the attendance record on our management information system.

All assemblies begin promptly at 8.45am

Monday – Year 3

Tuesday – Year 2

Wednesday – Year 1

Thursday - Year 5 & 6

Friday – Year 4

Morning classes start at 9.00am

Afternoon classes start at 2.00pm

From January 06th 2020, the following will apply for students who present **without a note from home:**

LATE AM

On the THIRD AM LATE (Including late to assembly) the student will have a lunchtime detention from 1.35 – 1.55pm.

Every subsequent late thereafter will result in a lunch time detention.

LATE PM

Any student who returns late to school after lunch must serve lunch time detention the following school day.

Failure to attend lunchtime detention will result in an afterschool detention.

We anticipate that this will not be an issue for the vast majority of students who are on time every morning and after lunch time.

We appreciate and thank you for your continued support.