



July 2022

Punctuality and Changes to Procedures

Dear Parent / Carer,

At St Michael's, we strive to ensure that our attendance targets not only meet national expected standards but exceeds them. It is our commitment to you that whilst in our care all children achieve their maximum potential, enjoy a full and varied learning package and daily spiritual guidance. In order to achieve this, we rely on the support of our parents to make sure that children arrive at school on time every day and have minimal disruption to their learning time whilst in school. In accordance with school policy, every child's attendance and punctuality is monitored on a daily basis by school. Furthermore, attendance data is monitored by the Education Welfare Service who oversee that legal obligations are being met by school and you as parents.

If a child is late to school for any reason you **must** sign them in at the school reception. It is **your** responsibility to do this and not your child.

We have noted that persistent lateness has a negative impact on individual children's learning and can be disruptive to the whole school in general. In an attempt to proactively manage lateness, we have procedures in place to reduce the amount of times children are arriving late for school. The official procedure is outlined below: -

- If your child arrives later than 08.50am they will receive a 'Late' mark in the register. If they receive two or more late marks in any one week you will be sent a text message informing you of this concern.
- If your child receives 5 or more late marks in any half-term, you will receive a letter from the Education Welfare Officer (EWO) and may be requested to attend a meeting in school or receive a home visit.
- Should your child still be persistently late following this meeting, all information gathered will be sent to the Education Welfare Service for possible legal proceedings.

Following new guidance published in May 2022 to be implemented in September 2022, school registers will close 30 minutes after the start of the school day and if your child arrives after this time they will receive an unauthorised absence mark which will have a detrimental affect on their overall school attendance and may lead to legal proceedings. The DfE guidance states that school registers should not be open any longer than 30 minutes after the school day begins.

Yours sincerely

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