



10th February 2025

Punctuality

Dear Parent/Carer,

Punctuality is taken very seriously at St Michael's and as a parent you have a legal responsibility to ensure that your child attends school regularly and arrives at school on time.

Good time keeping means being in school, on time, every day, ready to learn. Lateness can often make children feel anxious and unsettled as they enter the classroom where their peers are settled and engaged in learning and we wish to prevent children from feeling like this.

The law states that children should arrive at school on time, every day and schools are legally required to take a register of pupils first thing in the morning and during the afternoon to monitor this.

St Michael's school day begins at 8.50am and the school gates are open from 8.40am. If your child arrives after 8.50am, the gates will be closed and they will receive a 'late' mark in the register. If your child arrives into school more than 30 minutes late, they will receive an unauthorised absence mark for the morning which will impact on their overall attendance.

Poor punctuality is unacceptable and persistent lateness is monitored by our Education Welfare Officer, Mrs Donna Cox.

Recently there has been an increase in children regularly arriving late to school. If your child is persistently late for school, you will be requested to attend a meeting with Mrs Cox to address this situation and discuss what support school can offer to those parents that require it.

Yours sincerely,

Mrs K Jackson
Headteacher

stmichaelsceprimaryschool@wolverhampton.gov.uk www.stmichaelscofeprimary.co.uk



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