Ref: RMW/RJW

September 2015

**RE: Change in school attendance policy from September 2015**

Dear Parent/Carer,

We have recently completed an audit with Senior Management and the Education Welfare Service in relation to punctuality at our school.

**Why?**

It is important that pupils arrive to school on time to attend form, during which time there are vertical tutoring activities which support main core subjects.

Being frequently late for school adds up to lost learning:

Arriving 5 minutes late every day adds up to over 3 days lost each year;

Arriving 15 minutes late every day is the same as being absent for 2 weeks a year;

Arriving 30 minutes late every day is the same as being absent for 19 days a year.

**How?**

Parents will now be informed by letter should punctuality become a cause for concern, so that we can work together to resolve any issues promptly.

Pupils arriving after the closure of registration will now have a U code recorded on the register. The U code tells us that the pupil is in school, but was significantly late and therefore this session will be treated as an unauthorised absence.

**Please be advised that 10 unauthorised sessions could initiate a Penalty Notice Warning from the Local Authority.**

You can find the school’s updated policy information on the school website.

Thanks you for helping us to continue to support your child.

Yours sincerely,

****

Mrs Wall

Headteacher