



Stuart Road Primary Academy  
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28<sup>th</sup> February 2018

Dear Parent/Carer

**Re: Punctuality**

**We are writing to all children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving at school at 9am or later. School starts at 8.55am every day. Children need to be in their class line at 8.55am so that they can start their lessons promptly.**

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. We will continue to focus on this area through class work and school assemblies

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

**High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service, who have a duty to investigate further and could result in legal action being taken against you.**

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to do so or telephone the Educational Welfare Officer, Richard Curnow on 306927.

Yours sincerely

Mitch Frame  
Head Teacher

