

9 November 2016

Dear Parents

### **Lateness & Register closing time**

I have noticed that numerous children are arriving late for school at the moment. This not only causes distress for the child going into class late but also causes disruption for the teacher and the rest of the class as often lessons have started.

I would therefore request that you ensure your child is in the school yard ready to line up, no later than 8.50am, ready for the bell at 8.55am.

Our registers close at 9.10am each morning which means that if your child regularly arrives later than 9.10am at school, they will be coded as 'U' on the register. This will affect the child's unauthorised absence figures and may have legal consequences i.e. formal warnings, fixed penalty fines.

If you are having problems getting your child into school, please contact our Parent Support Advisor, Mrs J Burton, on 01388 762400, who will be happy to discuss this further.

Yours sincerely

Mrs A Lupton  
Headteacher

