

27 November 2017

Dear Parent / Carer

### Attendance Policy

In line with the attendance policy, I would like to remind parents and carers with the responsibility regarding bringing children to school.

The gate opens at 8.40am: children should not arrive before this time. At 8.40am the children should go onto the school playground and stand in the designated area for their class. KS2 children should remain on the KS2 playground and should not run around as this is a health & safety risk to parents and younger children coming onto the yard.

The whistle will be blown at 8.50am and KS2 children should line up in their designated area and KS1 children should enter the building through the KS1 doors.

Please be reminded that parents and carers are not permitted to enter the school building. If you have any questions or if you need to speak with a member of staff, please request for the member of staff to come to you, if they are able, or make an appointment via the school office.

The gate to the playground will be closed promptly at 8.55am. Any children arriving after this time must enter school through the front entrance. Children entering through the front entrance will be marked as late on the class register. Children who are late must be signed into the school's late register. This is situated on the counter at the main office.

It is extremely important that your child is in school on time as a late arrival can affect how well they settle into their school day. Children who are often late can become distressed and it takes staff time to settle them ready for their learning.

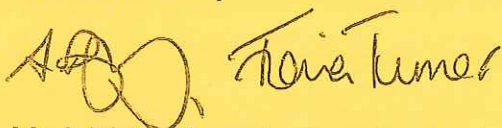
If your child is absent from school, you should contact school as soon as is possible. The school office is open from 8.30am. If no contact has been made by 9.30am, a member of the office staff who is designated as first response contact will contact parents or carers by telephone.

Parents have a responsibility for ensuring that their child attends school regularly and punctually. It is their legal responsibility to ensure their child attends school. Parents should also ensure that their child arrives on time, properly dressed in their uniform and in a fit state to benefit from the education offered to them.

The Pastoral Manager will review attendance regularly to identify any pupils as a cause for concern (less than 95% attendance). A support package will then be developed for any pupils who are persistently late or absent.

If you have any questions regarding this please contact our Pastoral Manager Mrs Fiona Turner on 01942 243068, option 1.

Yours sincerely



Mr A Rigby (Deputy Headteacher)

Mrs F Turner (Pastoral Manager)