



Peace, Love, Service - a Church of England School

Little Thetford C of E Primary School
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Monday 25th February 2019

Dear Parents/Carers,

Alongside this letter you will have received a letter from Jonathan Lewis, The Service Director for Education in Cambridgeshire regarding attendance.

While this letter is being distributed, I feel it is important to supplement that message with a reminder about the importance of being on time for school and the impact that lateness can have on the children's education.

Below is an extract from our attendance policy about our procedures for managing lateness and this will be enforced more stringently from today onwards:

The classroom doors open at 8.45am and we encourage children to arrive at this time; children must be in class by 8:55am each day. Registers will be taken as soon as possible after that time. Pupils will be marked late if they arrive at school after this time. The school gates will be closed at 9.00am and children who arrive after this time must come into the building via the main office and sign in where their attendance will be recorded as Late (L).

If the arrival at school is after the registers has closed at 9.10am, the pupil will receive a 'U'. This equates to an unauthorised absence although we are aware that the pupil is on the school premises in accordance with Health and Safety.

If a pupil is late due to a medical appointment, they will receive an authorised absence code 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during the school holidays.

Lateness will be monitored by the school and our Education Welfare Officer (EWO) will follow up persistent lateness.

While delivering this message, I want to be clear that I do fully understand there may be rare circumstances that may lead to a child being late on a one off occasion and this is very much understandable and it is repeated lateness that these procedures are designed to monitor and support.

Thank you for your ongoing support with this.

Yours sincerely