



Late Attendance

Dear parents/carers

Over the last few years at Elliston, many families have made huge improvements to attendance. Your support in getting your children into school every day really makes a difference.

Punctuality is also important. It is a life skill that we need to teach our children.

We understand that school mornings can be hectic but being late to school can have a considerable impact over the whole school year.

When a child is late

- They can miss out on vital parts of learning that are started straight away
- They miss out on the 'Meet and Greet' time with their friends, this informal start to the morning is so important in setting children up for a positive day
- They do not like having to walk into class or assembly when everyone else is settled
- They can feel 'flustered' and out of sorts for the rest of the day – like all of us do

These things can mean they don't learn as well as they could do, if lateness is a regular occurrence.

If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence". Attendance penalty notices can be issued for parents whose children are consistently late for school.

Reminder: the school gates **open at 8.45am and are closed at 8.55am**. If you arrive after this time you will be classed as late and will need to enter school via the main entrance to be registered.

Please be reassured that we recognise there may be occasions when everyone is late for one reason or another and we understand that. This letter is to look at the issue of *persistent lateness*. If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact the school office on 235116.

Yours sincerely,

Mrs C Patterson
Executive Principal

Mrs D Coates
Head of School