



Hillsborough Primary School
A Member of Tapton School Academy Trust
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Primary Director: Mr M Finch Headteacher: Mrs N Wileman
Assistant Headteachers: Mrs J King, Ms T Minnis & Mrs E Kay

13th January 2025

Punctuality reminder

Dear parents and carers,

This year there has been a significant increase in the number of children who are late for school. I am writing to you to confirm the timings of the school day.

8:30am: the Y4, Y5 and Y6 doors open for ease of access

8:40am: remaining doors open for **all pupils**

8:40-8:50am: the register is taken in all classrooms

8:50am: the doors and registers are closed

Children who arrive after 8:50am **must** sign in at the school office and order their lunch. They will receive the following register codes:

8:50-9:10am: children are marked as late (L code)

9:10am onwards: children will receive an unauthorised absence mark (U code). The U code reduces their overall attendance percentage regardless of how many minutes after 9:10am they sign in. The missed sessions can count as evidence towards the '10 sessions in 10 weeks' escalation process.

Pupils who are persistently late or absent can experience gaps in knowledge and skills, poor self-esteem, difficulty making friends and academic underachievement. Essential learning takes place from the moment our children enter school and it is vital all children are in the classroom between 8:40am and 8:50am.

If you are experiencing any particular issues impacting your child's punctuality please contact the school office and request a conversation with Miss Bateman or Mrs Kay. We will always strive to support you.

Many thanks

Emma Kay

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