



# SOUTH HILL PRIMARY SCHOOL

*'Building Character, Learning Together'*

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11th December 2023

Dear Parents/Carers,

## **Re: Lateness and Persistent Lateness**

**We are writing to all our families about the importance of children arriving at school on time.**

Please can we remind parents and carers that classes open for morning drop off at **8.40 am**. We provide a soft start to the day in which pupils can come in from **8.40 am** and access a short task such as reading or handwriting. Doors and gates close at **8.50am**.

**If you have to drop your child to the top office, this means they are late.**

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. Children who arrive late can feel awkward or distressed, especially when the lesson has to stop for them to enter. It is also very important that children establish good routines and habits in preparation for secondary school. Punctuality is a life skill which will stand them in good stead throughout their lives.

It is essential that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

By law, we are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an **unauthorised absence** and this is contrary to The Education Act. Families who are persistently late will be invited to attend a meeting with the attendance team.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive.

**Please support your child's education by ensuring that you drop your child at school at 8.40am to access our soft start to the day. Gates close at 8.50 am.**

Yours sincerely

Miss Joanne Wellbelove  
Headteacher



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England

