



## Punctuality

Further to our correspondence in Term 1 about the importance of arriving to school on time and our ongoing monitoring of late arrivals, we would like to advise you of the changes to signing in your child if you arrive late.

We outlined how arriving late can be unsettling for your child as they miss the beginning of the school day. Please see below "Every Minute Counts!" chart to see the impact arriving late can have on your child during a school year.

### Every Minute Counts!

**8.35am** Your child has arrived in time to settle well and has the best start possible

**8.45am** Your child has probably arrived just after most children as the school day starts at 8.45am promptly

**8.46am** Your child is late and has missed the beginning of the school day, being even a few minutes late often unsettles children.

**8.50am** 5 minutes late a day means 3 lost days a year

**8.55am** 10 minutes late a day means 6 lost days a year

**9.00am** 15 minutes late a day means 9 lost days a year

**Arriving after the register closes is recorded as an unauthorised absence [Code U] and could lead to referral for a Penalty Notice**

If your child is late they are missing out

If your child is regularly late it will affect their learning at school

**Give your child the best start to the school day by arriving at 8.45am**

**From Monday 4<sup>th</sup> November all parent / carers will be required to complete a “Late Slip” Form giving a valid reason why they are late. “Late” is not a reason.**

If your child is repeatedly late you will receive a letter from the Headteacher inviting you to a meeting to help improve punctuality or you may be invited to a meeting with Gareth Williams, KCC Local Authority Schools Liaison Officer.

Frequent lateness after the register has closed will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Let’s continue to work together. Thank you.

Bonny Sullivan

Family Liaison Officer

	<b>LATE SLIP</b>
Date:	
Name:	
Class:	
Explanation for arriving late?	
.....	
.....	
.....	
.....	
If your child is repeatedly late you will receive a letter from the Headteacher inviting you to a meeting to help improve punctuality.	
Let’s all work together to raise the standard in attendance, punctuality and PRIDE at being part of Staplehurst School.	