

Give your child the best opportunities and the best start

### Top tips for Parents

Help by packing school bags the night before



Ensure your child has a good bedtime routine so they get plenty of rest and don't struggle to get out of bed in the mornings



Make time for breakfast before leaving for school



Contact school if there are any issues impacting on your ability to get your child to school on time



Aim to get to school 10 minutes before the school day starts  
Invest in a reliable alarm clock



Have a back-up plan in place for getting your child into school, ask friends or family if they can help out in emergencies

**Get them to school..... ON TIME – EVERY DAY**

# Punctuality Matters

Why it is so important to get your child to school on time



## Why is punctuality so important?

It is important to be in school on time. Punctuality is linked with good attendance and forms good habits for your child's future. If your child misses the start of the school day, they will miss their morning learning activities and vital time with the class teacher. Important information about the day ahead is often shared with the class in the mornings.

Your child may also miss the opportunity to socialise with their friends before settling down to a day of learning.

Children arriving late into school often disrupt lessons, which can be embarrassing and upsetting for the child.

***Did you know that being 15 minutes late each morning means your child is missing the equivalent of 10 days off school per year?***

## What to do if your child is late

If you know your child is going to be significantly late for school you should:

- ring the school at the earliest opportunity to let them know.
- upon arriving at school you will need to take your child to the office to sign them in, children must not sign themselves in.



## Our Registration Procedure

The school gate opens at 8.40am and closes at 8.55am when morning registration is taken. The register closes at 9.00am and any pupil arriving after this time will be marked as late. If you arrive after 9.30am your child will be marked as having an unauthorised absence unless there is an acceptable explanation, i.e. public transport was delayed or cancelled. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

If we haven't heard from you by 9.30am we will contact the primary contact for the child to ascertain the reason for absence.

If the school does not hear from parents/carers by 9.45am, the office will seek to telephone all known contacts for the child until they have a response. This is a safeguarding issue and will enable the school to be certain about the child's whereabouts, safety or wellbeing. Should there be no known reason for the child's absence by 10.00am, office staff will pass this information to a senior leader who will take the appropriate action.

## School's next step

If your child is persistently late you will be written to by the school in the first instance and invited to have a meeting with the Head Teacher to discuss the matter and see how this can be improved. Support will be offered to both parents and children as required. We value the importance of communication between home and school. If you are having difficulty getting your child to school please talk to the class teacher, Inclusion Leader or the Head Teacher.

