



Merridale Primary School

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Acting Headteacher: Mrs Laura Towle

www.merridaleprimary.co.uk

Our Ref: LT/JH

Date: Thursday 20th January 2022

Dear Parents and Carers,

Punctuality and Attendance

As you know, we aim for all children to arrive at school on time, every day. When children arrive late to school or miss school without a good reason, this directly impacts on their learning and progress. All children should be arriving at school on time each morning and entering through the main gate, not the school office.

The vast majority of our students attend school well and are able to meet our expectation of arriving at school on time. If students arrive late or are not at school, they miss lessons and parts of lessons and this means that they cannot successfully access the full curriculum. This also impacts on other learners in the classroom and can be very disruptive. When children arrive late, lessons are often disrupted as staff need to settle children and explain learning and tasks again. Establishing good time-keeping habits is good preparation for adult life when we are increasingly responsible for our own time-keeping.

With this in mind, we would like your support in ensuring that your child arrives at school on time each day. Our gates open at 8.40am in good time for registration, which begins at 8.50am. The register is then taken promptly and is closed at 9am. Any student arriving after 8.50am is marked as late in the register.

For nursery children, the gate is opened at 8.30am (for the morning session) and again at 12.15pm (for the afternoon session). For younger children in particular, arriving late for the start of the session can be very unsettling and can result in children not being able to successfully access the learning at the start of the day.

We understand that there may be rare occasions when your child is unavoidably late due to unforeseen circumstances. On these occasions, please contact the school office on 01902 558760.

If your child has a medical or dental appointment during the school day, you will be asked to bring the appointment card or letter to the school office so that these absences can be authorised. Written evidence is required whenever a child is absent from school for this reason. If no evidence is supplied, this will result in your child's absence being unauthorised and could result in you receiving a visit from our Education Welfare Officer.

Where possible, all appointments (such as a medical appointment, opticians appointments or dental appointments) should be made after school or at the weekend as this causes the least disruption to children's learning.

If you are experiencing difficulties with attendance or punctuality and would like to talk to us about it, please contact the school office.

Yours sincerely

Mrs L Towle
Acting Headteacher