27th March 2024

School attendance and Late arrivals.

Dear Parents/Carers,

Due to the number of pupils arrive late to school the following plan will be implemented starting on 15th April 2024.

All pupils late to school will need to be accompanied by an adult and all adults will be required to complete a reason for lateness slip at the school office.

Children MUST NOT be dropped outside school late and be sent into school. A phone call home will be made and a reason requested.

Year 5 or 6 children arriving to school late will receive a phone call to their parents/carers every time they are late and a reason will be requested.

Please read the schools attendance policy, on the school website, for the start and finish times of the school day. It also informs you of your legal duty to ensure your child arrives to school on time and the legal route a school can take if you child is persistently late or absent from school.

Please contact the school if you feel you need further support to ensure your children arrive to school on time.

Only children whose parents have pre-arranged with school will be allowed into school via the main entrance.

Parents/carers wishing to collect their children early from school must pre-arrange with school and provide a reasonable reason for early collection. If your child has a dental or medical appointment evidence will be requested.

Yours sincerely



Mrs Killalee and Mrs Thompson

Acting Co-Headteachers.