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**Our ref: EB-2140/gc**

Dear Parent/Carer,

### **SCHOOL DAY – LATENESS**

I am writing to you with regards to students arriving late at the start of the school day and leaving early at the end of the day, and to clarify the routine.

Students should arrive at school no later than 9.25am to obtain their attendance mark. Whilst we appreciate that some students struggle entering the school when it is busy, our guidelines mean that students arriving after 9.25am up to 9.40am will receive a late mark on their attendance record (this will not affect their overall attendance percentage), which will give students who struggle in busy times to be in class by 9.40am. Students arriving after 9.40am will receive a 'U' code, which means an unauthorised absence, which will affect their attendance percentage; it is also very distracting to the other learners and staff who may need to be taken out of class to support late arrivals.

If students arrive after 9.25am, they must be brought through reception to be signed in (for fire regulations). Staff will not be outside after 9.25am, as they need to be in class to supervise the other learners.

At the end of the day, students being collected by parents should be collected at 2.55pm. Any early collections must be arranged in advance and agreed by the Headteacher or Senior Leadership team.

Thank you for your cooperation in this matter.

Yours sincerely,

Lisa Solvey  
Deputy Headteacher