



# Slyne-with-Hest St. Luke's Church of England Primary School

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Headteacher: Mr P. A. Bowden (M.A.,N.P.Q.H)

Dear Parent,

6<sup>th</sup> December 2016

## SCHOOL ATTENDANCE AND LATENESS

In accordance with the Department for Education's updated advice on School Attendance and Lateness we have reviewed our School Attendance Policy. This has now been approved by the Governors and a copy is available on the School Website and in the School Foyer.

In accordance with the advice " Schools should actively discourage late arrival " and to minimise disruption to the start of lessons and registration I would like to remind parents of the following :

The school doors open at **8.50am** for the start of the school day at **8.55am**.

The School doors are then locked at **9.00am**. All children must then enter school through the main office doors and from **5/1/17** **parents MUST accompany and sign their children into school in the Late Arrival Diary in the school foyer** with a reason for lateness.

Registration period ends at **9.00am**. and registers legally close at **9.25am**. Any children signed into school during this period will be classed as late.

Any pupil who arrives late after **9.25am**. will be classed as " late after Registers Closed" – mark U. – Arrived in school after registration closed - unauthorised.

All of these times and registration codes are dictated by Attendance Legislation.

Children arriving late to school cause confusion at registration times and it is unsettling for the child not to arrive at the normal time with their peers.

Please note that children arriving late after 9.25am. from a valid medical appointment will be marked "M" – medical / dental appointment.

Yours sincerely,

**P. A. Bowden**

'Listen, learn, love and laugh  
as part of God's family'

