



# St Joseph's CE Junior School

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**Executive Headteacher: Mrs Lisa Hardy BAEd (QTS) NPQH**

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22<sup>nd</sup> October 2021

Dear Parents and Carers

It has come to our notice that there is a high percentage of children arriving late to school.

Registers are taken at 8.45am. If children arrive late for school, after registration, they should report to the school office. If children arrive between 8.45am and 9am they will be marked as late, children arriving after 9.00am will have an unauthorised absence mark for the morning session.

Punctuality is important, children who are regularly late miss vital initial input to the first session and this impacts on their academic progress. Please ensure that your child arrives into school on time every day as not only is their lateness upsetting for them, but it also disrupts the start of the day for other children within the class.

Lateness is monitored as is attendance, and it continues to be mandatory for all pupils and the usual rules on school attendance apply. This includes a parents' duty to ensure their child regularly attends school, and schools' and local authorities' ability to issue sanctions, including fixed penalty notices, for poor attendance.

As always we are keen to support your child's attendance, if you would like to discuss this matter further then please do not hesitate to contact the school office to make an appointment.

Kind Regards

Mrs Lisa Hardy  
Executive Headteacher

"LOVE ONE ANOTHER AS I HAVE LOVED YOU" JOHN 13:34-35

