

19th January 2022



Dear Parents / Carers

We are keen to get the best possible start to each day for all our children at Braeburn. As such, we cannot emphasise enough the importance of being in school on time. Whilst for most children, this is always the case, it has become apparent that some families are routinely arriving late at school. As soon as the children reach class the day's routine begins, the register is taken and learning starts. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons which means that they are often unsettled and confused about tasks. This also impacts on the learning of other children who arrive on time and are already settled in their learning.

Your child's punctuality is important for the following reasons:

- Arriving 5 minutes late every day = 3.5 days lost each year.
- Arriving 10 minutes late to school each day = 7 days lost in one year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 4 weeks a year. 4 weeks lost a year through being late means 90% attendance.
- 90% attendance through school life is equal to a whole year of school being missed!

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive, letting us know school dinner choices.

The gates open at 8.40am and close at 9am which gives all our families 20 minutes to arrive and drop off children in both the lower and upper school without receiving a late mark. A child arriving after the gates close in either playground will need to register as a late arrival in the school office. A child arriving between 9am and 9.30am will receive a late mark, but this does not affect their attendance as registers are still open.

A child arriving from 9.30am onwards has officially missed the register and is therefore marked "unauthorised late" which has the same impact on attendance as being absent from school. This is not controlled by the school.

Since **September 2021**, there have been **769** late marks recorded on school registers, with **149** of those being "unauthorised lates" after 9.30am. **Since we returned in January there have already been 153 late arrivals.** In order to ensure we are fully aware of the circumstances for lateness, and to ensure that support can be provided if it is required, some parents have already received a letter, or may receive a phone call in the next few days to notify them that their child has a high frequency of late arrivals, and to inform that school will now be monitoring attendance and punctuality closely for improvements.



We would wish to work in close partnership with any family who is experiencing particular challenges getting children to school on time. If you feel you need support in getting children to school on time, or are experiencing particularly challenging circumstances at the moment which is making it difficult for you to get your children to school on time, and you want to make us aware of this so we can better understand your family, then please do not hesitate to contact us via Mrs Exton from the Wellbeing Team in the first instance 07790955218.

Thank you for your continued support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'T Jolly', written over a horizontal line.

Mr T Jolly

Headteacher