

Did you know.....

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

Oxfordshire County Council - The Key Leadership website -

90% attendance over a year is the same as missing nearly 4 weeks of school;

10 years of attendance at 90% is the same as missing a whole year of education!



Punctuality is a sign of good manners and an awareness of how important education is for developing our children's futures



Please help your child to reach their full potential by making sure that they are punctual when arriving at school.

At our school, we want to improve our punctuality and reduce the amount of lateness. Arriving at school and to each session on time helps both teachers and the children to be in the right frame of mind to learn.

There is nothing worse than missing the first part of a lesson so that you have no idea of what is going on. Or having to wait, as a lesson is recapped for someone who has arrived late, when you just want to get on! **Lateness hampers learning for ALL**

REMEMBER THIS...



We all hate missing the first part of a film or rewinding back to the start because someone missed the first bit...it breaks our concentration and enjoyment...it is just the same in the class room.

Official School times:

All school begins at 8.50am

Key Stage 1 and Foundation Stage lunch begins at 11.45am and ends at 12.45pm.

Key Stage 2 lunch begins at 12.30pm and ends at 1.30pm.

School finishes at 3.30pm

After School Clubs end at 4.30pm

If you are going to be late, please ring and let us know.

NEW Lateness Procedures

The school gates are closed at 9.00am. If you arrive later than this, you need to **report to the Reception** on Fisher Street.

You will need to **explain why you are late** and your child will receive an **L code for lateness** in the register.

Lateness is monitored by the class teachers, reception and the leadership team. **If over a 4 week period**, we notice a pattern of **persistent lateness**, you will be asked to attend a meeting in school or if you do not attend, you will receive a letter about the lateness. In both the meeting and letter, you will be given two options

1. **Improve your child's punctuality and there will be no further action**
2. **If you continue to bring your child to school late, you will now receive a U late code. 10 of these over a four week period will result in a referral to the Education Welfare Service, where we will seek to impose a fine of £70 against each parent FOR EACH CHILD for persistent lateness.**