



Ref: 2023Punctuality

Punctuality

Dear parents and carers,

Good afternoon,

As we begin to approach the end of term and given recent improvements to the school site, we would like to take this opportunity to remind families about the start of the day routine. In the morning the team enjoy seeing every child entering school and ensure they are given a warm and friendly welcome. We are incredibly thankful to families for ensuring children arrive on site in good time to ensure they are ready for the day and no learning time is lost. At 8:45am school has begun and all children are expected to be in classrooms where registers are taken.

We understand, on odd occasions, there are genuine reasons why your child may arrive slightly late for school. If your child arrives late to school, they will be unable to access the playground and will need to sign in via reception with the child's guardian providing reason for lateness.

Where children arrive after 8:45am for school, with no adult or reason, the office will alert you via ClassCharts that they arrived after 8:45am. Given the importance of making every minute in school count, if your child arrives late to school, they will spend their break-time with the Senior Leadership Team. The statistics below highlight the impact of poor punctuality across the course of the school year.

Over a school year:

5 minutes late every day = 3 days absent

15 minutes late every day = 10 days absent

30 minutes late every day = 19 days absent

As always, we are thankful to all families for their continued support of the school and for ensuring your children do not miss out on valuable teaching and learning time.

Yours faithfully,

Mr R Cole

Deputy Headteacher



Attendance and Punctuality Reminders

Reporting absence

Please contact the school office by **8:45am** on the morning of each absence. If no reason is provided the absence will be recorded as unauthorised on the attendance register.

To inform school as soon as possible of absence **call 01785 413400 or use ClassCharts.**

Arriving on time

School starts at 8:45am. Arriving after will result in a late mark being recorded. Should a child arrive after the **register closes at 9:15am** this will be recorded as unauthorised on the register.

The morning register is taken at 8:45am and the school day ends at 3:20pm.

Medical appointments

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays, whenever possible. If this is not possible, confirmation of the appointment will be required prior to authorising the absence. Children are expected to attend school prior to the appointment and parents are expected to return their children to school following the appointment. Evidence of such absence can be handed in to the office in person, sent to the office via ClassCharts or emailed to the office@Penkridge-middle.org.

Holidays

Holidays during term time will be recorded as unauthorised absences (unless exceptional circumstances) and the local council will process a fixed penalty notice for any parent taking a child out of school for a school holiday. All holidays should be taken in the 13 weeks holiday each academic year.

Penkridge Middle School
Marsh Lane
Penkridge ST19 5BW www.penkridge-middle.org
01785 413400



Part of Penk Valley Academy Trust, a company limited by guarantee, registered in
England and Wales, number 11124272

Registered office: Wolgarston High School, Cannock Road, Penkridge, ST19 5RX www.penkvalley.co.uk



To: Headteacher Penkridge Middle School, Marsh Lane, Penkridge, ST19 5BW