



Our Lady of the Rosary Catholic Primary School

Westway, Peterlee, Co. Durham SR8 1DE

Tel. 0191 5862264: Fax. 0191 5182537

Executive Head Teacher: Mrs. M. Graham

Head of School: Mrs. C. Sutherland

office@ourladyrosary.org.uk www.ourladyrosary.org.uk



Bishop Chadwick
Catholic Education Trust

21st February 2024

Dear Parents/Carers

Re: Punctuality

As part of our attendance drive, we are writing to all families to emphasise the importance of being in school on time as there have been increasing incidents of some families routinely arriving at school after the gates are closed at 9.00 a.m. or later.

The school day starts at 9am every day. Children need to be in their class between 8:45-9:00am so that they can start their lessons promptly. Early morning activities are provided for those children who are able to come into school at 8:45am.

A pupil who arrives 5 minutes late each day will have missed 3 entire days of school by the end of the year. When a pupil arrives late to school, there are many consequences:

- He or she misses out on essential instructions given at the beginning of lessons.
- Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils, to explain what is going on in the lesson.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill children need to develop whilst they are young.

As you are aware, we are required by law to monitor children's punctuality and attendance. Repeated absence at the beginning of a school session can amount to failure to attend regularly for the purpose of 1996 Education Act. 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.

Moving forward, if your child arrives at school after the school gate has closed at 9:00am a parent/ carer must accompany your child to the school office and sign a form giving a brief explanation of their lateness. It is important that we record any pupil names, so that we will know who is inside the school building, for safeguarding reasons (and to ensure the child is not recorded as being absent, as the register may have been taken).

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and could result in legal action being taken against you.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment by calling the school office to do so. We would like to work in



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partnership with you to resolve any problems before they occur; you can speak to Mrs Sutherland, Mrs Myhill or Mrs White about this.

Please keep in mind that Breakfast Club is available to children from 7:45 a.m. Further details about this can be found on the school website.

We would like to thank you for all your support in getting your child to school before 9am. Please give your child the best possible chance to succeed by ensuring they arrive on time each day.

Yours sincerely,

C.E. Sutherland

Mrs Sutherland

Head of School

'Christ at the centre, Children at the heart'