



eastbury
primary
school



Partnership
Learning

September 2023

Dear Parents and Carers,

We are writing to remind you of the importance of punctuality when it comes to your child's education.

We understand that on the rare occasion children may oversleep or get stuck in traffic, however it is important to remember that being late to school has a negative impact on your child's learning. Arriving late to class can disrupt the flow of the lesson and cause your child to miss important information.

We kindly ask that you make every effort to ensure your child arrives to school on time. Please read our school policy that states;

- *Late children must be signed in at the Welcome Centre by the parent with a reason for late attendance. The time of arrival must also be recorded.*
- *If a child is late more than twice during a week or there is a pattern of lateness over a longer period, then a punctuality letter is sent home to parents.*
- *If a child is late twice again the following week this will trigger a 2nd punctuality letter*
- *If a child continues to be late and there is no improvement in their punctuality this will trigger a meeting with the Attendance Team and, where appropriate, a member of SLT. A school booklet regarding lateness and time lost for learning will be given to the parent.*
- *If a child still continues to be late a referral will be made to the Partnership Learning Attendance Officer.*

We suggest setting up a morning routine with your child that allows for enough time to get ready and arrive to school on time. This can include setting several alarms, laying out clothes the night before, and planning for traffic delays.

We appreciate your cooperation and understanding in this matter. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,
Attendance Team

Eastbury Primary School

Dawson Avenue, Barking, Essex, IG11 9QQ

Tel: 0208 477 9910 Email: office@eps.barking-dagenham.sch.uk Web: www.eps.barking-dagenham.sch.uk