

Newchurch Community Primary School  
Glebeland  
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Headteacher: Mrs J Narraway

21st January 2025

Dear Parent/Carer

### Attendance and punctuality

Firstly, thank you for the effort our Newchurch families have put in this year which has ensured that our overall attendance remains above our 95% target and also in excess of the average for the local authority. We know that bouts of illness cannot be avoided and are here to support you where possible.

What we have noticed during the autumn term is a rise in lateness which has a detrimental effect on pupil's learning. Again, we understand that the roads around school, weather conditions and one-off events can be a problem at times; however, we do have some children who are late on a consistent basis which needs to be addressed.

Attendance and punctuality are monitored by Newchurch and the local authority and any causes for concern will result in correspondence, meetings and possibly financial penalties. It is not in the interest of the school for this to happen and would prefer to find solutions to poor punctuality before these measures need to be taken.

As a reminder, the school doors open at 8:40 (8:20 for Year 6 during booster) and the register is taken at 8:45. The school gate closes at 8:50 and the register shortly after. Any child entering the classroom from the playground will be marked as present. If a child enters the school through the front entrance, due to the gate being closed, they will be marked as late.

If you require support in managing punctuality or are concerned about getting your child to school on time please contact the school office or Mr Duckett. We are always looking to maximise learning and being present and punctual is a great step forward.

Yours Sincerely,

John Duckett

Deputy Head Teacher/Attendance lead



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