

Dear Parent/Guardian

Letters are being issued to parents of all students who have accrued 3 or more late marks during the first half term.

As I am sure you will agree, good punctuality is essential for students to achieve their full educational potential. It is also vital for students to form good habits for later life. Punctuality records form part of references passed onto employers or higher educational institutes. When your child arrives late to school or a lesson it can be disruptive to your child, the teacher, and other children in the class.

All students are expected to arrive punctually for school in the morning and to arrive punctually for each lesson. A register is taken at the start of the day and during each lesson. Students arriving late are recorded as thus on the register.

We would ask that all parents to support us in maintaining good punctuality by: -

- Ensuring that their children get up in plenty of time to be ready and prepared for school.
- Ensuring their child has organised their bag and equipment the night before so that this does not delay departure in the morning.
- Discussing any issues of lateness to ensure this does not become a habit.
- Monitoring their child's attendance and looking for patterns of lateness.

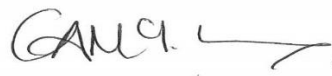
As a parent you are legally responsible for ensuring your child's regular attendance at school and failure to do so could lead to legal action being taken under Section 444 of the Education Act 1996. You may be aware that West Sussex County Council is able to issue Fixed Penalty Notices to parents of pupils who have 5 or more unauthorised days (10 sessions) absence in an identified period (10 weeks). The 10 sessions can be made up of a mixture of absences and lates.

We would be grateful if you could discuss this matter with your child and encourage them to arrive at school and lessons on time. A FAQ sheet is enclosed for your information. If you wish to discuss this matter further, please do not hesitate to contact us.

Yours sincerely



Mrs A Singleton
Student Support Coordinator &
Attendance



Mrs C Mciver-Wren
Deputy Headteacher