



## HALFPENNY LANE

J, I & N SCHOOL

Wednesday 22<sup>nd</sup> February 2023

### Attendance/Punctuality

Dear Parents/Carers,

Please may we remind you that our school expectation is for pupils to be lined up ready to enter school at 8:45am. Our school gates open at 8:30am in order to allow ample time for this to be achieved. The first fifteen minutes of the school day are vitally important in developing your child's reading abilities and provides a positive platform for children to settle and regulate before lessons begin at 9am.

It is also important to note that any arrivals at school after 8:55am are recorded as 'late' on our school register and affects your child's punctuality record, as per our Trust Attendance Policy, which can be found here: [Policies : Halfpenny Lane Junior, Infant & Nursery School \(patrust.org.uk\)](#). Significantly, any arrivals into school after 9:30am will be recorded as an unauthorised absence, unless there was to be exceptional circumstances agreed by the school. Regular school attendance and punctuality is an important part of giving children the best possible start in life. Pupils who miss school frequently can fall behind with their work, therefore negatively impacting their development, progress and attainment.

School absences can also result in a penalty notice being issued if a child's attendance and punctuality record continues to consistently decline.

We are hopeful that parents and carers will continue to work with the school in partnership, in order to provide the best possible opportunities for your children and our pupils.

Yours sincerely,

Mr Shuttleworth

**Halfpenny Lane J, I & N School**

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