



**OAKWOOD JUNIOR SCHOOL**  
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[www.oakwoodjuniorschool.co.uk](http://www.oakwoodjuniorschool.co.uk)  
**Headteacher: Mrs Atwal**

Dear Parents / Carers,

**Re: Punctuality**

**We are writing to all children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving at school at 9.00 a.m. or later and collecting their children at 3.30 p.m. or later.**

**School starts with the register being taken at 8.55 a.m. every day. Children need to be at their class doors when they open at 8.45 a.m. so that they can start their lessons promptly.** Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

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 that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies.

We are legally required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence; this is contrary to The Education Act and may result in involvement from the Educational Welfare Service.

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.

Children must be collected from their classes at **3.15 p.m.**

**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 contact me via my email address: [g.rowles@oakwoodj.odysseyst.org.uk](mailto:g.rowles@oakwoodj.odysseyst.org.uk) or via the school office.

Yours sincerely

Mrs Rowles  
School Attendance Officer