

5th July 2023

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Mrs G Cousineau BSc (Hons), QTS, NPQH
Head of School

Mr J Jardine BSc (Hons), QTS, NPQH
Executive Principal

Dear Parent/ Carer,

I write with a very important update from the Department for Education in relation to punctuality.

As you're aware, all students are expected to arrive punctually to school and to each lesson. Our site opens at 8am each day to support this.

In accordance with new DfE guidelines, in September, registers will close of a certain time in the morning. Therefore, if a student arrives after 8.35 am on site, they will not receive a late mark but will be marked as absent. (They will continue to be marked present for each of the lessons they attend.)

Should a student accrue 10 or more lates/absences of this nature, families are likely to be issued with a fixed penalty notice from the Local Authority as this will class as 10 or more unauthorised absence sessions.

If the lateness is due to a legitimate reason e.g. if evidence of a medical appointment is provided, the absence can be authorised.

We place a strong emphasis on good punctuality. We will support this by:-

- Rewarding students who are on time
- Sending attendance records home to parents/carers each term so that families can monitor any lateness
- Issuing consequences to students who arrive late to school or lessons
- Addressing issues of poor time keeping with individual students and their families to see if we can support in any way

We ask parents/carers to support us by:-

- Ensuring that your child gets up in plenty of time to be ready and prepared for school
- Ensuring your 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 your child's attendance record when it is sent home and looking for patterns of lateness

OUR VISION

WE WILL ENSURE ALL STUDENTS ACHIEVE THEIR
ACADEMIC POTENTIAL, DEVELOP HOLISTICALLY AND
GO ON TO LEAD HAPPY AND SUCCESSFUL LIVES.

Please also find FAQs overleaf. Should you have any queries, please contact Mrs C Fox (Assistant Principal for Attendance and KS4 Pastoral Lead) via cfox@prescotschool.org.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Cousineau', written in a cursive style.

Mrs G Cousineau
Head of School

PARENTS AND CARERS: FAQs (FREQUENTLY ASKED QUESTIONS)

Why has my child been marked as absent for the whole morning when they arrived at 9.00am?

As stated above, DfE guidelines state that the register must be closed after a certain time in the morning. If a child arrives at 9.00am, this is significantly later than the time students must be on site by (8.35am.) This will therefore be marked as an unauthorised absence for the morning session.

Could I receive a fine if my child is persistently late?

If your child receives 10 or more unauthorised absences, you are likely to be issued with a fixed penalty notice. This is £50 per parent if paid within 28 days, rising to £100 thereafter. Fixed penalty notices can be issued more than once per academic year.

My child was only a bit late. It seems harsh that they should get an absence mark.

The school has to abide by the rules and expectations set out for all schools. Lateness to school is a failure to arrive on time and will be marked as such. We would encourage students to set off in good time so that any small delay does not cause them to be late.

Our whole family overslept and it is not my child's fault that they are late. Will they receive an absence mark?

This cannot be taken as an acceptable reason for lateness so an unauthorised absence would be recorded, depending on the child's time of arrival to school.

My child has to catch the bus to school which is sometimes late. Will they receive a absence mark?

Yes, if they don't arrive on time. This is because bus schedules typically start at an early hour e.g. approximately 7am or earlier which leaves plenty of time for children to make their way to school.

Would you make any allowances for lateness, if, for example, there were major traffic problems in the area perhaps because of an accident, so my car/the bus was unavoidably stuck in traffic?

The school cannot make allowances for individual circumstances. However, it does make allowances when there are known reported major problems that effect a large number of people; very heavy snowfall would be one such example. In addition, the threshold for the issuing of fixed penalty notices for this reason is ten occasions.

What if I phone up/email to say my child is going to be late? Would they still get a late mark?

Yes, they would still be marked late/absent. However, it is very helpful to know that you are aware and for us to know the expected time of arrival and reason for lateness.