



Moorlands Church of England Primary Academy

Headteacher: Mr Kevin Lee

Moorland Way, Belton, Great Yarmouth, NR31 9PA Tel: 01493 780007
Email: office@moorlands.norfolk.sch.uk Web: www.moorlands.dneat.org



Diocese of Norwich
Education and
Academies Trust

12th September 2018

IMPORTANT INFORMATION ON ARRIVING LATE FOR SCHOOL

Dear Parent / Carer

I would like to take this opportunity to remind you of the importance of your child arriving on time for school. Children must be in school by 8.40am in order to be ready for registration at 8.45am. All doors will be closed at 8.50am. Any children arriving after this time must report to the School Office and will be marked using the L code (authorised late – late before register closes). Children who arrive late after 9.15am will be marked using the U code, this is classed as an unauthorised absence and could result in a prosecution or fine. 10 U codes (unauthorised late's) in a 6 week period **will** result in a prosecution or fine.

In order to promote good punctuality parents of children who are regularly late for school will be contacted by the Attendance Officer.

Arriving 5 minutes late everyday adds up to over 3 days lost each year.

Arriving 15 minutes late everyday is the same as being absent 2 weeks every year.

Arriving 30 minutes late everyday is the same as being absent for 19 days a year.

19 Days lost a year through being late = 90% attendance.

I hope that this shows you how important punctuality is to ensure that your child achieves well at school. If you have any queries please do not hesitate to contact me.

Yours sincerely

J Siddles
Deputy Head Teacher