



Dear Parents / Carers,

13<sup>th</sup> November 2023

**Re: Punctuality - Arrival at Nursery on Time**

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 late, after the gate having closed.

Freshfield is a school and therefore we follow Stockport Education Authority guidelines and expectations in relation to arrival time at school.

School starts at 8.30 a.m.

Your child is expected to arrive between 8.30am and 8.40am.

Children need to be in their group areas soon after the gate has closed. Once in their group time area, their teaching session with their group leader starts promptly.

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.

Children who arrive late are greatly disadvantaged because they miss starting the day with their friends, and miss their group learning time. This means that they can often be unsettled and confused about the day's learning tasks.

Their key person/ group leader will be timetabled to work in a particular part of nursery each day so may not always be available to re explain to your child, if your child arrives late.

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.

We are required to monitor children's punctuality and attendance. On-going lateness (after the register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

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.

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.

If you are experiencing difficulties with punctuality, and would like to talk to us about it, please make an appointment to do so.

Thank you in anticipation of your cooperation with this request.

Yours sincerely,

*E.A Richardson*

Liz Richardson  
Co-Headteacher