



# OAK HILL FIRST SCHOOL

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Headteacher: Miss L Kelly - BEd (Hons)

Re: Persistent Lateness

Dear Parents/Carers

Lessons and learning at Oak Hill begin immediately, at the very start of the school day (at 8.45 am) with our Early Bird activities. It is important that children do not miss this key learning. (We provide the option for our children to access these activities by coming into school from 8:35am)

In addition, when children arrive late:

- They may feel awkward arriving to the classroom when everyone else is settled.
- They miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability.
- It disrupts the entire class and the teacher – everyone's education is compromised.

Further lateness may result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child's regular and prompt attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Bear in mind:

- 5 minutes late every day adds up to 3 days lost each year
- 10 minutes adds up to 6 days lost each year
- 15 minutes adds up to 10 days lost each year
- 20 minutes adds up to 13 days lost each year
- 30 minutes adds up to 19 days lost each year

The school's Attendance Officer/Key Stage Leader or Headteacher may be in contact with you about this matter. This is then escalated to the Educational Welfare Office and Headteacher when no improvement is evident. This is something we would like to avoid.

If anything can be done to support you in getting your child/ren to school on time, then please do not hesitate to contact us.

Yours sincerely

Attendance Officer