

Dear Parent/Guardian,

**School is now returning to normal times therefore all pupils will be expected to be in school by 8:45 a.m. ready for registration at 8:50 a.m. End of school day is now 3:15 for all pupils.**

As a school we work closely with the Education Welfare Service to regularly monitor punctuality and due to this I have to express my concerns that during this academic year several pupils are regularly arriving late at school after registration closes at **8:50 a.m.** This is not only disruptive to other pupils but also means that your child misses out on important lesson time.

**Being late by just ten minutes every day for a year adds up to over 30 hours, that’s over six full days of learning lost to your child.**

School starts at **8:50 a.m.** any arrivals after this time they will be marked ‘L’ which means late. If they arrive after **9:00 a.m**. **they will be referred to the Education Welfare Officer.**

**Any child with 10 sessions of persistent lateness after the register has closed in a term**

**will bring their attendance to below 90%.**

As you maybe aware Neath Port Talbot County Borough Council has re-introduced penalty notices as a measure of enforcing regular and punctual attendance.

**As a parent/guardian it is your responsibility to ensure that your child arrives in school on time,** failure to do so could result in you being issued with a penalty notice or prosecution under the Education Act 1996. The full operation of the fixed penalty notice scheme can be found on the Neath Port Talbot County Borough Council website.

**I would therefore be grateful for your support in ensuring that your child arrives at school by 8.45 a.m. and would appreciate your co-operation in this matter.**

Yours sincerely

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C. M. Wheadon

Acting Head-teacher