



Monks Orchard Primary School

Headteacher: Guy Fairbairn

020 8654 2570

office@monksorchard.co.uk

www.monksorchard.co.uk

10th March 2017

Dear Parents/Carers

Re: Lateness/Punctuality in school

The tables below show the numbers of late marks children have been given since September and a breakdown of year groups since the beginning of the Spring term.

Weekly late totals: Reception – Year 6

Week beginning	Number of children late R → Yr 6
7/9/16 (3 days)	28
12/9/16	62
19/9/16	46
26/9/16	115
3/10/16	80
10/10/16	43
17/10/16	79
31/10/16	77
7/11/16	54
14/11/16	70
21/11/16	24
28/11/16	51
5/12/16	23
2/1/17 (3 days)	41
9/1/17	101
16/1/17	73
23/1/17	77
30/1/17	91
6/2/17	61
20/2/17	95
27/2/17	115





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Month:	January					February			Total
W/B:	2	9	16	23	30	6	20	27	
Yr R	5	17	7	3	15	13	12	15	87
Yr 1	6	9	8	11	5	6	13	11	69
Yr 2	6	15	15	11	17	6	20	27	117
Yr 3	7	9	6	14	11	5	21	18	91
Yr 4	7	22	15	9	19	13	11	13	109
Yr 5	6	15	11	17	12	8	7	10	86
Yr 6	4	14	11	12	12	10	11	21	95
Total	41	101	73	77	91	61	95	115	654

Despite efforts by the school in tightening up punctuality, the levels are still unacceptably high.

As has been pointed out before, being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day.

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives after 9.15am, he/she will have a U code which means that he/she will have an unauthorised absence that morning.

Arriving on time helps pupils to develop good time-keeping habits and reduces the chance of classroom disruption. This means everyone can focus on what really matters – learning!

Parents of children recorded as Late 2 or more times in a week will be receiving letters from school. If improvements are not made then a referral will be made to the Educational Welfare Officer.

Finally, I would like to thank all the families who do ensure that their children arrive regularly in good time for school. I also need to appeal to all parents to support your children by ensuring that they are punctual so that they receive the education they deserve.

Thank you for your support.

Yours sincerely

J Burke

Deputy Headteacher

