



# Saint Martin de Porres

## Catholic Primary School

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HEAD TEACHER: MRS J. TOMLINSON M.Ed. NLE.

October 2015

Dear Parents,

Re:- Punctuality

We are working in partnership with parents to improve attendance and punctuality. **We would like to congratulate the many parents who make sure their children attend school regularly and on time.**

It is a parent's legal responsibility to ensure their children receive appropriate education. **Children need to be on the school playground by 8.50am** ready to go into school at 8.55am. The school gates are locked at 9.00am and children arriving after this time are recorded with a late mark. **Please note** that any child arriving after **9.15am** will be recorded as an **UNAUTHORISED ABSENCE** which may result in possible court action or a fine. This time has been amended to be in line with other schools in the area.

We will improve attendance by making it clear within the school that unauthorised absence is not acceptable. A further letter regarding this will be distributed at parent's evenings in November.

Again, we would like to thank those parents who make sure their child is attending school regularly and on time and are therefore benefitting fully from their educational opportunity.

Yours sincerely,

Mrs J Jackson  
Deputy Head Teacher

*THROUGH JESUS WE ACHIEVE OUR VERY BEST*