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## Attendance and Punctuality

16<sup>th</sup> October 2024

Dear Eastway Families,

I am writing to you with some reminders regarding school attendance and punctuality. We have a number of children arriving at school late which is impacting significantly on their learning and the calm, relaxed start to the day which we pride ourselves in here at Eastway. Many children are often very unsettled and can become upset when they walk into their classroom late.

If children arrive to school late, they should be brought to the main school office only and be signed in by an adult with a reason for lateness. Any child arriving after 9am will be marked late and this will be reflected in the code that is input onto our register system. Whilst we understand mornings can be difficult and stressful it is important that we have great routines for our children to set them off to a strong start. Our registers close at 9:30am and any child arriving after this time will be marked as absent and this will impact their overall school attendance.

It has also come to my attention that some of our children are not getting collected on time at 3:15pm. Some older children walk home alone as this is an agreement between home and school. However, all other Eastway children should be collected at the end of the day by an appropriate adult.

We understand that situations arise at times which are out of our control and can result in us running slightly late on occasions. If you find yourself running late to collect your child and you are not in a position to make alternative arrangements, please ensure you call us as soon as possible on 0151 677 1235.

If your child is not collected by 3:30pm, we will call you but if we do not receive a response, your child will be placed in our afterschool club provision which will incur a charge of £6 if collected before 5:00pm and £7.50 if collected before 6:00pm.

Please be aware that as part of the ongoing support we are offering families, we may contact you via telephone or write to you directly to see how we can work together to improve the situation. We look forward to working with you all to improve overall and individual school attendance and make sure all children receive the education and social opportunities that we provide.

Yours sincerely,

Mr Haughey (Senior Attendance Champion)

