



St. Giles' & St. George's Church of England Academy

St Paul's Road

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Staffs

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11th April 2025

Dear Parents,

As part of our drive to increase attendance, we have been monitoring punctuality. In order for your child to be marked in and on time they must be present in their classroom between 8:40am – 8:50am. Unfortunately, we have seen an increase in pupils arriving late to school and a reason for their lateness has not been provided.

When a child arrives late at the start of the school day, it is very disruptive to their learning and the learning of their classmates.

It is a parent's responsibility to ensure that their child attends school regularly and on time. All unauthorised absences are closely monitored by the local authority. If the lateness to school persists, legal action in the form of a Penalty Notice or Prosecution under Section 444 (1) of the Education Act 1996 may follow.

We understand on occasions your child may be late due to unavoidable circumstances. It is important that we know the reason for your child's lateness so it can be recorded accordingly. If your child arrives to school after 8:50am, you must accompany them to the school office to sign them in.

I hope you will support the school in its efforts to instil good timekeeping.

If there are any circumstances that the school may not be aware of which is having an impact on punctuality, please do not hesitate to contact us.

Yours Sincerely

Mrs C Pointon

Headteacher

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