

Dear Parents and Carers of children in Reception to Year 6

As mentioned before, I wanted to share with you our plan for heightening the importance of punctuality. The government has recently issued [new guidance](#) on attendance and punctuality.

Amongst many points the guidance says: ***In building a culture of good school attendance, all schools are expected to set high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels.***

We are very grateful to those of you who regularly instil a positive attendance culture, ensuring that your child attends school punctually, ready for learning every day. Some children still need support with attending school and, when attending, arriving in good time for a fruitful and enjoyable day. Children often find it difficult to settle and learn if they are late or if they have missed many sessions of school. Please support your child by developing healthy long-term habits in this respect.

To incentivise this, we have some systems in place already:

- Whole class weekly punctuality certificates
- Attendance badges awarded in special end of term assemblies to celebrate those children who have attended
  - every day each term; and
  - not been late (in class for registration by 8.55am) any day for the whole term
- Attendance medals awarded in special end of year assembly to celebrate those children who have attended
  - every day for the whole academic year; and
  - not been late any day for the whole academic year

Classes awarded punctuality certificates are specially acknowledged and applauded in our weekly Golden Assembly; they are then entitled to go out to playtime in advance of others.

We are now going to add prizes and badges for punctuality from next month, October, for children in Reception – Year 6.

**Prizes** will be awarded to children whose names are drawn randomly from each year group every calendar month. In order to qualify, children will need to be in school, in their classroom, by registration time at 8.55am. Any children arriving during the 5-minute grace period between 8.55am and 9am, set aside for emergencies only, will not be able to join the prize draw. Remember, the gates and doors open at 8.45am, supporting a calm start to your child's school day. Please aim to be coming into school at this time.

**Punctuality badges** will be awarded to **all children** who have been punctual to school (as per the conditions above) throughout a term, at the end of term final assembly. Unlike the attendance badge, if a child has not been in school every day, e.g. due to illness, it will not prevent them from receiving the punctuality badge or a prize, provided they have been in school on time on the days they have attended school. If your child is awarded the **Attendance badge**, they will not receive an additional punctuality badge, as winning the attendance badge is contingent on being punctual as well.

I do hope these initiatives will help those children who need to improve their attendance and punctuality and recognise those children, who are always punctual and who attend regularly, demonstrating excellent lifetime habits.

If you have any questions about punctuality or attendance or would like to find out how we can support you and your child to develop these important attitudes, please do not hesitate to ask!

Best wishes,

Tanya