

What do I do if my child is late for school?

If you know in advance that your child will be late due to an appointment, please let the school office know with as much notice as possible. You can contact the school office by either telephone, email or in person.

If you are held up on the way to school please telephone the school office to let us know as soon as possible.

If you arrive at school and the doors are locked please take your child to the school office and sign them in.

**Please note when signing
your child in a full
explanation for being late
is needed.**

“Late” is not enough detail

We value the importance of communication between home and school.

If you are having difficulty getting your child to school please talk to your class teacher or Rosie Brennan, your Family Support Worker.

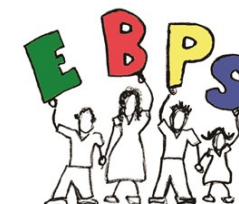
Rosie Brennan Email:
r.brennan@eb-pri.northants.sch.uk

School Office Telephone:
01604 810371

School Office Email:
schooloffice@eb-pri.northants.sch.uk

Self-belief Honesty Respect
Excellence Kindness

A Punctuality Guide for Parents, Carers & Children



**EARLS BARTON
PRIMARY SCHOOL**

**Broad Street
Earls Barton
Northampton
NN6 0ND**

Tel: 01604 810371

Email: schooloffice@eb-pri.northants.sch.uk

Give your child the best opportunity to learn

Get them to school...

ON TIME! EVERY DAY!



Why is punctuality important?

Punctuality is linked to good attendance, good attendees achieve more and are more self-confident.

5 minutes late every day = **3 days** missed per year

10 minutes late every day = **6 days** missed per year

20 minutes late every day = **12 days** missed per year

30 minutes late every day = **18 days** missed per year

Being on time ensures your child doesn't miss the introduction to the day.

It sets them up for their future working life.

If your child arrives after the register closes it counts as unauthorised absence and will show on your child's attendance record.

Tips to get your child into school on time

1. Ensure your child gets enough sleep.
2. Lay out uniform the night before.
3. Prepare lunch boxes the night before.
4. Check book bags for letters and mark dates on the calendar.
5. Check the calendar the night before.
6. Keep breakfast simple.
7. In case you don't have time for breakfast, doing hair etc, put together an emergency pack. Include cereal bars, water, coins, hairbrush/bands, wipes/tissues. Grab it on the way out of the door!
8. Check the weather forecast the night before and prepare accordingly - wellies or sun hat?
9. Avoid putting on the TV!
10. Keep calm! If you get stressed so will the children.



TICK TOCK!

Doors close at 8.55am

Children who arrive late after 8.55am receive a late mark

Registers close at 9.00am

Children who arrive late after 9.00am receive an unauthorised absence mark for the whole morning session.

If this happens regularly, it could lead to a fine from the Local Authority.

Don't forget

5 minutes late per day = 3 days missed per year

