ATTENDANCE

Evergreen Primary Academy

Arriving late to school!

School starts at 8:40 am. School gates open at 8:30 am.

Breakfast club opens at 8:00 am – FREE breakfast every day.

Why punctuality matters

Every minute counts: Arriving even 10 minutes late every day adds up to roughly 50 hours of lost learning across a school year!

Morning routines: The start of the day sets up registration, important notices, phonics, reading and maths. Late arrivals disrupt the whole class.

Emotional wellbeing: Children who walk in late often feel anxious, embarrassed or unsettled compared to peers who arrive on time.

School Day Timetable

Gates open: 8:30 am

Registration/start time: 8:40 am – children must be in class

Registers close: 9:10 am – Arrivals after this time will be marked as an unauthorised absence.

You should be aware that regular attendance is a legal requirement under the Education Act 1996. It states that **'it is the duty of the parents/responsible adult to ensure the regular attendance of their children at school'.**

Working together to ensure good attendance helps children achieve their best and make the most of every learning opportunity.

ATTENDANCE MATTERS

What happens if your child is late to school

Children should arrive on time every day. At Evergreen, we follow an Attendance Strategy process as follows:

If your child is late, you will receive Text 1 message reminding you of the importance of children arriving on time to school.

If your child is late again, you will receive Text 2 message and then a conversation between you and the child's class teacher.

If lateness continues, you will be requested to attend a formal meeting with the attendance lead to identify the reasons/barriers for arriving late and what support can be offered.

Persistent lateness/registers closing late: Recorded as unauthorised absence which can trigger Local Authority attendance intervention or penalty notice (fine) under the DfE guidance.

Tips for parents

Establish a steady bedtime: Ensure children get enough sleep so waking up feels manageable.

Prepare the night before: Lay out uniform, pack school bags, and prep lunchboxes in the evening before school.

Leave earlier: Build a 10-minute buffer into your morning commute for unexpected traffic, weather or misplaced shoes!

Communicate early: If your family is facing a crisis, transport issues or medical emergency, phone the school as early as possible on 0117 377 3085 or mobile 07469 400 770.