

8<sup>th</sup> July 2019

**RE: BCPS & WCPS Morning Registration and Late Arrivals**

Dear Parent,

It has been brought to my attention that, as the year has progressed, a reminder is necessary that registration for school is at 9.00am. Children need to be sat in their seats, ready to be registered, before this time. The school gate opens at 8.30am to make drop off easier and offer children structured activities in class, linked to their school work, and an opportunity to catch up on unfinished work. Teachers are in class from 8.30am to ensure that children arrive and settle and have support with their school work during this time.

We have noticed an increase in the number of parents arriving before 9.00am and remaining in the classroom after dropping off their child. It can be awkward for teachers to have to ask parents to leave during this time when they are trying to organise children and start the day. Please ensure that, from a safeguarding perspective, parents are off site by 9am.

There are other parents who are regularly dropping off their children after 9.00am and are still wanting to take their children to class. Please allow enough time to drop your child off and leave by 9.00am as, unfortunately, we cannot allow parents into the school after 9.00am. Younger children will need to wait in reception until a member of staff is free to collect them and take them to class. We have a statutory duty to monitor attendance, lateness, time off and the overall time lost from education. Registration is called between 9am and 9.10am. If your child arrives during registration they will be marked as arriving late. If your child arrives after the registration period has ended, your child will be marked as having an unauthorised absence for the morning session. Unauthorised absences are tracked and may then lead to a letter, fine or in persistent cases, action by the Local Authority. For fuller information about absences, please see the reminder letter regarding term time absences.

Where either of these situations are noted by the school as regular occurrences we will make contact with you to discuss the situation. Thank you for your support to ensure that we offer children the best start to the school day and maximise their learning opportunities.

Yours sincerely,



**Jonathan Bishop**  
Executive Headteacher