



Haydock High School

Clipsley Lane | Haydock | St. Helens | Merseyside | WA11 0JG
Telephone: 01744 678833 | Fax: 01744 678832
Email: enquiries@haydockhigh.sthelens.org.uk
www.haydockhigh.org.uk

Dear Parents /Carers,

We are writing to all students' families to emphasise the importance of being in school. The vast majority of students arrive at school on time and we appreciate this. However there are a small group who regularly arrive between 8:40am and 9:00am and a smaller group who arrive even later.

School starts at 8:40 am every day. Students need to be on site at 8:40am, so they can start their day promptly. Students who arrive late are greatly disadvantaged because they miss starting the day with their peers and form time. This means that they are often missing key messages leading to confusion and unsettlement about school. Staff are not always able to provide this information at a later stage.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are at school.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We are required to monitor every student's punctuality and attendance. On-going lateness (after register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

As of **Tuesday 8th May 2018**, after the entry gates are locked (8:40am), late students will enter school via the main office where their names will be taken and a reason taken as to why they were late. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances, however if this is not the case, a student who arrives late to school will receive a C3 detention.

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and could result in legal action being taken against you.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to do so or telephone the Educational Welfare Service.

Please keep in mind that Breakfast Club is available to children from 7:30am.

Yours sincerely,

Mrs Wright

Deputy Headteacher



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