



Greenvale Primary School

Headteacher: Mrs A Allnutt

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Parent Copy

12th January 2024

Attendance & Medical Appointments

Dear Parents/Carers,

I am writing to you regarding important matters of attendance. The number of late arrivals has increased significantly recently.

The below figures are from September 2023 to 11th January 2024 to show the number of late minutes.

- Late arrivals across the whole school total: **2170 minutes**. This equates to **36 hours and 10 minutes** of lost learning.
- Bat class: **150 minutes**. This equates to **2 hours and 30 minutes** of lost learning.
- Owl class: **648 minutes**. This equates to **10 hours and 48 minutes** of lost learning.
- Badger class: **1141 minutes**. This equates to **19 hours and 1 minute** of lost learning.
- Hedgehog class: **231 minutes**. This equates to **3 hours and 51 minutes** of lost learning.

It is a totally unacceptable situation and affects every child in the class. When a child arrives late, the teacher needs to stop teaching and settle the child in, this then stops the flow of the lesson and the other children lose concentration and focus. Once the child has been settled the teacher must then continue the lesson but first she must explain to the child what they are learning about. This all wastes valuable learning time for each and every child in that class.

It can also be embarrassing or upsetting for the child who is late, as they have to walk into a quiet classroom where everyone else is settled down and working or listening to the teacher.

The classroom doors open at 8:30am and close at 8:45am, with the aim of settling the class, starting register and the days learning.

Breakfast Club is available and the doors are open from 8am until 8:15am. This can be booked via Parentmail at a daily charge.

Medical Evidence

We must inform you that we require medical evidence for any appointments that take place during the school day. If you require an emergency appointment during the day, we will require the medical evidence for this. Such evidence will include: a GP/Opticians/Dental appointment card, a letter regarding a hospital appointment. Emails or texts showing the appointments are also acceptable.

Kind regards

Mrs Allnutt
Headteacher

