



Greenvale Primary School

Headteacher: Mrs A Allnutt

SYMONS AVENUE, CHATHAM, KENT, ME4 5UP

Telephone: 01634 409521 Email: office@greenvale.medway.sch.uk

Parent Copy

12th December 2024

Late Arrival & Medical Appointments

Dear Parents/Carers,

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

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.

Our school day timings

The school day starts at 8.45am and ends at 3.15pm.

Class doors are open from 8.30am and pupils must arrive in school, ready for the register to be taken by 8.45am each day. **The doors will close promptly at 8.45am. This includes Nursery as late arrivals cause disruption to pupils learning.**

The register for the first session will be taken at 8.45am and will be kept open until 8.50am (pupils arriving between 8.45am and 8.50am will be marked as 'late').

Any pupil arriving after 8.50am will be given a U code that is equivalent to an unauthorised absence mark for that session.

If you are struggling to get your child in on time we do have a Breakfast Club. The door opens at 8am until 8:15am. This can be booked via Parentmail at a daily charge for children in years R-4.

The register for the second session will be taken at 12.45pm for Key Stage One and will be kept open until 12.50pm. The register for the second session for Key Stage Two will be taken at 1pm and will be kept open until 1.05pm.





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From August 2024, the DfE amended the Education (Penalty Notices) (England) (Amendment) Regulations 2024 so that each parent/carer who receives their first Penalty Notice for taking their child out of school during term time must pay £80 within 21 days or £160 within 28 days. Please be aware, non-payment of penalty notices, may result in prosecution.

In line with our school attendance policy, Medway Council issue penalty notices on our behalf, after the holiday is taken to each parent/carer per child.

First offence

Parent/carers are required to pay this penalty notice (£80) within 21 days, or the amount will increase (£160) and is expected to be settled within 28 days.

Second offence

If a parent receives a second penalty notice for the same child within any three-year period, the charge will be a flat rate of £160; there will be no reduction if paid within 21 days. Penalty notices for absence before the 2024-25 school year do not count.

Third offence

A parent cannot receive more than two penalty notices for the same child within any three-year period. Once this limit has been reached, prosecution will be considered.

Medical evidence

In the majority of cases a parent's notification that their child is too ill to attend school will be evident and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness will medical evidence be requested to support the absence and when attendance is a cause for concern, evidence will also be requested to authorise absence/s.

Kind regards

Mrs Allnutt
Headteacher

