



# George Dixon Primary School

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Acting Headteacher:  
Mrs .S.Good

Ref:SG/SS/SK/Attendance/Punctuality 2016

13 April 2016

Dear Parents/Carers

## Re: Punctuality and attendance procedure

Welcome back, and I hope you all had an enjoyable Easter break, and are ready for the new term ahead. Thank you to all parents and carers for ensuring their children are dropped off, collected to school on time and attending school daily. We will be starting a new procedure this term in line with Safeguarding and the Local Authority guidelines to ensure we as a school and yourselves as parents and carers are working in partnership to ensure the Health and Safety of your child/ren, and to promote regular attendance and punctuality in line with Ofsted requirements.

School finishes at 3:15 pm for KS1, and at 3:20 pm for KS2. Children should be collected from their classrooms (with the exception of year 5 and year 6, who meet their parents on the playground). Children who are collected after 3:30 pm will need to be collected from the library. For reasons of Health and Safety, from tomorrow 14<sup>th</sup> April 2016, parents and carers will be asked to sign a sheet to say they have collected their child from the library and taken them from the school premises.

Morning lateness will also be monitored for any children who are late, for safeguarding reasons parents/carers must come into the reception area to sign their children in. Parents and carers must come into the reception area to collect or drop their child/ren if they are late, unless we have written authority from yourselves. City Road is a very busy road and the school will take no responsibility if children are left at the gates unattended. We as a school need parents and carers to support us as much as possible with this initiative.

P.T.O

I would like to stress that if there is a pattern of persistent lateness or lack of attendance, this becomes a serious safeguarding issue, and we as a school may need to report this to the relevant local authority who will then be in contact with you. May I ask you continue to please support us as much as possible to avoid this from happening. Attendance should be also at least 96% which is also being monitored. A local authority attendance and punctuality guidelines sheet is attached for your information.

If any of you have any questions or concerns with regards to the above please speak to Mrs Kanani our Family Support Worker who can be reached on the above number or in person (via an appointment system).

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mrs Good', written in a cursive style.

Mrs Good  
(Acting Headteacher)