

24 February 2023

Dear Parent/Carer

Re: Attendance and Punctuality

The vast majority of our students attend well and arrive at school on time each day. These students benefit directly from the activities and lessons which have been planned for them. Students are also rewarded for good attendance through a variety of mechanisms such as House points and awards assemblies.

To emphasise the importance of good attendance and punctuality we will be focussing, over the coming weeks, on those students who arrive late (after 8.35am). In addition to our regular monitoring we will temporarily be placing additional duty staff on the gates who will note the names of all students arriving late (after 8.35am).

Parents/Carers of those students arriving late may be contacted in writing and will continue to be subject to the consequences outlined within the school's Attendance Policy (on the school website and linked below):

https://springfield.uk.net/images/files/attendance/Attendance_Policy_2022-23.pdf

I would be grateful for your ongoing support in continuing to ensure that your child arrives on time each day and attends well.

Yours sincerely



Ms Kelly
Head of School