



St. Peter's

Church of England Primary School

LOVE LEARN SHINE

Friday 17 January 2025

Dear Parents and Carers,

Further to the publication of our updated [Pupil Attendance Policy](#) we are pleased to write with some additional clarity for parents specifically in relation to lateness and to ask for your help with giving children a great start to every day.

Our school day starts at **8.45am**. Children should **arrive at school between 8.40am and 8.45am** so they can enter school with their class. As outlined in the policy and in line with DfE guidance there is a 10-minute registration period each morning from 8.50am – 9.00am when the registers are open. During this registration period children are either receiving important input for the day ahead or undertaking practice of key skills. When children are late, they miss some or all these, which impacts on them and their learning.

To help give your child the best start to each day and ensure they access a full day of education please plan your morning routine, so your child can arrive at school between 8.40am and 8.45am.

Some parents have asked for clarity around the codes used and what this means for their child's record. We are pleased to provide this information in the table below.

Registration timings and procedures	
Arrival Period 8.40am – 8.45am	Children arrive on site and line up with class.
Registration Period 8.50am – 9.00am	Registration period. If children are present at the start of this period they will be marked as present using the '/' code. If children arrive after the start of registration but before the registration period has closed, they will be marked as late using an 'L' code. The 'L' code indicates being late and this lateness is classified as a period of authorised absence on your child's record.
9.00am – 9.20am	In line with DfE guidance children arriving up to 30 minutes after the registers have opened will be classed as late and marked using the 'L' code. The 'L' code indicates being late and this lateness is classified as a period of authorised absence on your child's record.
After 9.21am.	In line with DfE guidance children arriving 30+ minutes after registration opened are classed as late and marked with the code 'U'. This lateness is classed as a period of unauthorised absence on your child's record.

Telephone: 01423 569684

Headteacher – Mr Paul Griffiths. Belford Road, Harrogate, North Yorkshire, HG1 1JA

Email: admin@stpeters.ycst.co.uk Website - <https://stpeters.ycst.co.uk>

Part of Yorkshire Causeway Schools Trust, a charitable company limited by guarantee registered in England and Wales with company number: 07663935. Registered Office: St Aidan's CE High School, Oatlands Drive, Harrogate, North Yorkshire, HG2 8J





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As the table above indicates, lateness is recorded in different ways depending on the time of arrival. Even though some lateness is recorded as authorised and some unauthorised we are very clear that **all lateness is disruptive to the child themselves and the other children in their class.** As such we ask that parents plan their morning routine in order that children can arrive on the school site between 8.40am – 8.45am and join their class line.

We are very fortunate to have fantastic before school provision via Funclub who offer before school care including breakfast from 7.30am. If you think this could be of help in enabling your children to be in their class line at 8.45 and would like further information, please contact Craig and the team by emailing stpeters@funclubs.co.uk or calling 07771867641.

We thank you in advance for your support with enabling your child to arrive on time every day. As always, please do contact us via admin@stpeters.ycst.co.uk or by calling 01423 569684 if we can be of help.

Best wishes

Paul

Mr P Griffiths – Headteacher

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