



**Willenhall**  
Community  
Primary School

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The  
**Affinity**  
Federation

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Dear Parents and Carers,

**Arriving at school on time every day is really important.**

- Arriving late for a lesson makes it very difficult for a child to settle into that lesson and understand the learning.
- Walking into a lesson late, causes embarrassment and anxiety for a child.

It is a legal requirement for school to monitor children's punctuality and attendance. **The parents/carers of children who have on-going lateness (after the class register has been taken) will be requested to attend a meeting with the Family Support Team.** Late arrival at school is classified as an unauthorised absence, this is contrary to The Education Act and could lead to a Penalty Notice being issued.

If your child is late you must provide a reason.

Thank you for your continued support.

Ms. L Knowles  
Head Teacher



*Ambitious young minds are the future leaders of our community*

