



Queens' Federation

Queen Edith Primary School

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Executive Headteacher:
Mrs C M Peet M.A.

Dear Parents and Carers,

We would like to highlight a change in our Attendance Policy regarding Lateness. In line with other local schools, your child's class register will be closed 15 minutes after the official school start time.

Please be aware that school starts promptly at 8.55 a.m. If a child arrives at school after this time, he/she should go to the school office to sign in. This will then be coded in the register as "L" to indicate that the child was late. If a child arrives at school more than 15 minutes after the start of the school day, this will be considered as an unauthorised absence and coded as "U" in the register. In cases of repeated lateness, we may contact parents to discuss this matter.

Should you wish to see a copy of our Attendance Policy, please visit our school website or ask the office for a copy.

Thank you, in advance, for your understanding and cooperation.

Kind regards

Mrs H Brooker
Assistant Headteacher