

Somerset County Council



## Shepton Mallet Community Infants' School & Nursery

Waterloo Road, Shepton Mallet, BA4 5HE

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Headteacher: Mrs Honoria Thompson



**"Where Children Come First."**

23/03/2023

Dear Parent / Carer,

Prior to changing our school hours in September (as per the letter sent to you on 27<sup>th</sup> February), we have been reviewing our arrangements for when the children arrive at school in the morning.

Currently the register is taken at 8.55am and is 'open' for 30 minutes after this, until 9.25am. What this means is that children who arrive during this time are marked as 'late', on the register. However, arriving after lessons have started is very disruptive to the learning of the child arriving late and the rest of the children who have already started their lessons.

Children who arrive after 9.25am are marked on the register as having an unauthorised absence, unless we have been told in advance that they have a prearranged appointment such as with a doctor or dentist.

We have a growing number of children who are arriving on a regular basis during the half hour when the register is still open. These children are missing out on the lessons which take place at the beginning of the day, and this in turn is affecting their progress.

Therefore, with effect from 17<sup>th</sup> April 2023, when we return from the Easter holidays, and with the agreement of the Governing Body, we will be reducing the thirty minutes to ten minutes. This means that any child arriving after 9.05am will be marked as having an unauthorised absence for that morning. The Local Authority monitors our attendance and lateness figures and ten or more unauthorised absences in any twelve-week period can result in the Education Welfare Officer becoming involved.

If you have any queries please contact the school office in the first instance at [office@sheptoninfants.co.uk](mailto:office@sheptoninfants.co.uk)

Yours sincerely,

*Honoria Thompson*

Honoria Thompson  
Headteacher



Web:  
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