

Dear Parents and Carers at Muswell Hill Primary School,

ATTENDANCE AND PUNCTUALITY

As Haringey's Educational Welfare Service one of our responsibilities is to monitor attendance and punctuality across Haringey's schools.

We regularly check the school's attendance records and have asked Muswell Hill Primary to additionally monitor punctuality on a daily basis. Between December 2015 and January 2016 there were **303** incidences of recorded lateness. This does include 38 records of lateness on Thursday 28th January when there was a traffic accident. With these removed this still leaves **265** occasions within two months. This number is extremely high and I am writing to remind all parents and carers that school begins promptly at 8.55am and finishes at 3.30pm.

Whilst we understand that lateness can occur from time to time; it is important that lateness is kept to an absolute minimum since it is disruptive to other children and impacts negatively on teaching and learning. Please speak to the school if you are experiencing problems and they may be able to offer some advice or assistance.

I will continue to monitor both attendance and punctuality at Muswell Hill Primary and have asked the school to write to parents if a child is late on more than five occasions. If punctuality does not improve the school has been asked to write a second time. The school will then offer to meet with parents/carers. If punctuality continues to be a persistent problem I will need to meet with parents/carers to discuss the matter further.

Yours sincerely

Serif Mulla-Ali

Education Welfare Officer

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