



The Priory School

Educating Students for Success in Life

The Priory School
Bedford Road
Hitchin
Hertfordshire
SG5 2UR

☎ 01462 622300 · ✉ admin@priory.herts.sch.uk · www.priory.herts.sch.uk · @TPS_Hitchin
Headteacher: Mr Geraint Edwards

14th January 2019
LF/SC

Dear Parent / Carer

Attendance and Punctuality at The Priory School

As you know, attendance and punctuality to school is always a key focus of ours as we strive to drive up standards at The Priory School. Each day, a small proportion of the student body arrive late to school (after the gates close at 8.50am). These students sign in through front reception and have a late mark assigned to their name. Late arrival to school can be very disruptive for the morning routine of the class and it is not the best preparation for a day of learning. Repeated incidents of lateness are also not preparing our young people for the world or work as they should be.

As part of a renewed focus on punctuality, we will be trialling the sending of a daily communication, via InTouch, to all the parents of students late in the morning. We are aware that there are often valid reasons for being late to school (medical appointments, local traffic issues etc.) but there are some students who arrive without such strong reasons. We feel some of the late arrivals would come as a surprise to some parents who feel that their child left home in plenty of time to arrive at school promptly.

As such, parents of all late students will receive the following notification (whether or not the reason for lateness is valid);

Dear Parent/Carer

This notification is to inform you that your child was late arriving to school today. The main school gates close at 8.50am. Please support us in ensuring your child is as prompt as possible in future. Thank you.

We will also be sending out letters to relevant parents on a half termly basis for the students we have the greatest concern about, to inform them of the number of late marks their child has accrued to that point.

We look forward to your support in this matter.

Yours faithfully

Mr Lawrence Foster
Assistant Head Teacher
Behaviour and Attendance