

# Don't be late!

Punctuality – A guide for Parents and Carers



There are 38 weeks in the year when schools are open, and **14 weeks when families can take holidays**. Headteachers are no longer allowed to permit families to take their children out of school for a holiday. You may be allowed to take your child out of school in exceptional circumstances.

## **Being late for school makes it hard for your child to learn**

If they are 30 minutes late each day, they miss half a day of learning a week.

If your child arrives late for class:

- They miss out on important learning, which could effect their achievement
- They don't have the social time to settle into class
- It can be embarrassing for them
- They may disrupt the rest of the class.

If your child arrives after the school register is closed:  
All of the above is true, and in addition:

- It is classed as an 'unauthorised absence'
- High levels of unauthorised absence can result in a referral to the Education Welfare Service
- Legal action may be taken against you and you could be fined.

**“Taking your child out of school during term time for holidays is likely to impact on their achievement”.**

**“Only the headteacher of the school can decide whether to mark an absence as authorised in the school's registers”.**

## What you can do:

- Find out what time school starts and how long it takes to get there.
- Have a regular routine for the start of each day.
- Help your child get their clothes and equipment ready before they go to bed.
- Set a reasonable bed time to make sure they get enough sleep.
- Get your child to school on time. If they are late they have a bad start to the day.
- Ask your school if they have a breakfast club.
- Speak to the school if you are having problems getting your child to school on time.

# Don't let your child miss out

Regular and punctual attendance is both a legal requirement and essential for your child to maximise the opportunities available to them.

If attendance or lateness is a problem and you need some advice, or if you need help with this leaflet, please talk to your child's school or telephone the Education Welfare Service on:

**020 8489 3866**



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**Let's all recycle more together**