

Wednesday 16th September 2026

Re: Punctuality & Attendance Reminder

Dear Parent / Carer,

As we move into the autumn months and the weather begins to change, we would like to remind all parents and carers about the importance of ensuring that students leave home with enough time to arrive at school promptly.

During periods of colder, wetter or more challenging weather, roads can become busier and traffic may take longer than usual. We therefore encourage families to allow additional time for their journey to school to avoid unnecessary lateness. We would also like to remind students and families to take extra care when travelling to and from school, using designated crossing points where possible and remaining aware of traffic, particularly during darker mornings and adverse weather conditions.

Please remember that all students are expected to be on site by 8:20am each morning.

Arriving on time ensures that students are ready to begin their learning at the start of the school day and helps them maintain positive attendance and punctuality.

We would also like to remind parents and carers that **where a student arrives at school after 9:00am, the absence for that session must be recorded using a U code in line with attendance coding requirements.** A U code is recorded as an **unauthorised absence** and therefore has a negative impact on the student's overall attendance percentage.

We appreciate that occasionally circumstances outside of your control may cause a delay. However, by planning journeys carefully and allowing extra time during periods of poor weather or increased traffic, we can work together to reduce avoidable lateness.

Thank you for your continued support in helping our students develop good attendance and punctuality habits. Every minute in school matters and regular, punctual attendance gives students the best opportunity to succeed.

Yours sincerely,

TEAM OSCA