



# St Martin's School

**Ysgol Martin Sant**

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Headteacher Prifathro: Mr. L. Jarvis

20th December 2018

Dear Parent/Carer

St Martin's places great importance on maintaining high levels of attendance and punctuality and we are committed to helping your child achieve the highest possible standard of both.

As such, please be advised that, beginning in January 2019, students who arrive at school after 9.30am (after Lesson 1 has finished), and with no valid reason for their lateness (such as a medical appointment), will now be recorded as late for the morning session.

1 hour of school missed each day is the equivalent of 41.4 school days a year.

Arriving in school on time is a legal requirement and whilst we will do whatever we can to support you to support your child in attending school on time, persistent late arrival to school is subject to the issue of a Fixed Penalty Notice Warning (FPNW) which can be issued in the event that 10 sessions of late arrival are recorded within a 12 week period. If no improvement to punctuality is made after this warning is sent, this may result in a fine and referral to the Education Welfare Service. Fines start at £60, increasing to £120 or more if not paid within 28 days.

If you have any concerns about your child's attendance and wish to discuss this with us, please telephone or email the school, or make an appointment to see our Attendance Clerk.

We are always here to support your child, and you, in making the most of their experience at our school and greatly value your help to achieve this.

Kind regards

Mr L Jarvis

Headteacher

**Learning Together, Achieving Forever Dysgu ynghyd, cyflawni o hyd**

