



Attendance and Punctuality at West Twyford Primary School

Important information for all Parents

Be on time for school

School starts at 8.45am and the register is taken at 8.55am every morning. If a child arrives after 8.55am they will be marked late. If they arrive after 9.25am this will be marked as an absence for that session.

Every minute counts !

If your child is late every day by:	Your child will have lost:	Or they would have missed:
5 minutes	3.5 days of school	20 lessons
10 minutes	7 days of school	41 lessons
15 minutes	10 days of school	55 lessons
20 minutes	14.5 days of school	82 lessons
30 minutes	22 days of school	123 lessons

Tips for helping your child arrive at school on time

- Establish a regular bedtime routine every night
- Get everything ready for school the night before, bookbag, homework and water bottle
- Get up early and at the same time every morning
 - Eat a good breakfast
 - Allow plenty of travel and parking time

Arriving late means your child:

- Does not have time to say hello to their friends
- Joins the lesson after it has begun, missing vital instructions
- Could start the day feeling flustered and unsettled

Establishing good early morning routines will mean your child feels happy and relaxed and is ready to start learning as soon as they arrive at school.

Remember every minute counts !



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