

Rosehill Methodist Primary Academy,
Rose Hill Road,
Ashton-under-Lyne,
OL6 8YG

Tel: 0161 343 8485

Email: admin@rosehill.epworthtrust.org.uk

Website: www.rosehill.academy

Headteacher: Miss Gemma Yapp



Wednesday 22nd November 2023

Dear Parent/Carer,

Re: Punctuality

I am writing to remind you that we are working hard to improve the punctuality of our pupils. I am sure that you will agree that it is essential that our pupils arrive at school on time, ready to begin learning and also understand the importance of being on time.

The school gates open at 8:45am and all children are expected to be in school and available to take the register at 8:55am. The school day starts at 8:55am. There has been an increase of children coming through the office doors after 8:55am when gates are locked, this results in your child getting a late mark. This also disrupts the settling in the morning and learning.

In addition, we would like to remind you that the law requires pupils to attend school, and this includes arriving on time each day and being collected at the correct time each day. Any pupil who arrives 5 minutes late each day will have missed 3 entire days of school by the end of the academic year.

When a pupil arrives late to school, there are many consequences:

- He or she misses out on essential instructions given out at the beginning of lessons.
- Pupils may feel awkward and embarrassed going into the classroom or assembly when everyone else is already settled.

There are also very serious legal consequences for parents and carers when children are persistently late. If your child has a high level of lateness, you will receive a warning letter. After this, continued lateness could result in a penalty notice being issued.

Reporting absences – absences must be reported to school before 9am. You can call the school office 0161 343 8485 and leave a message on the attendance line if there is no answer or email absence@rosehill.epworthtrust.org.uk

If you have any concerns or questions about your child's punctuality, please contact:
absence@rosehill.epworthtrust.org.uk

Yours sincerely,

Miss K Cheetham

Attendance Officer

